A Joint Union Management Initiative

PAY EQUITY IMPLEMENTATION IN NOVA SCOTIA

PHASE I

JOINT UNION MANAGEMENT
PAY EQUITY COMMITTEE

SEPTEMBER 1990

REPORT RESPECTIVELY SUBMITTED BY THE

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PAY EQUITY AGREEMENT AND SCHEDULES OF IMPLEMENTATION

- The agreement of the Joint Union Management Pay Equity Steering Committee in accordance with Section 13 of the Pay Equity Act.

- The agreement of the Joint Union Management Pay Equity Steering Committee regarding Counsellor adjustment under Pay Equity.

- Schedule of implementation of adjustments for positions in the Nova Scotia Government Employee's Union.

- Schedule of implementation of adjustments for positions in the Canadian Brotherhood of Railway Transport & General Workers Union.

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INTRODUCTION

In February 1988, the Honourable John M. Buchanan, the Premier, spoke of "a pro-active pay equity policy for the Nova Scotia Public Service. Pay Equity, a system which ensures equal pay for work of equal value." In May of 1988, the Government of Nova Scotia proclaimed Bill 55, An Act to Provide for Pay Equity.

The purpose of the legislation is to increase the pay of employees in classes which are predominantly female where it is determined by the process set out in the (this) Act, that, by reason of sex discrimination those employees are paid less than they should be.

The legislation identifies a three-step process requiring both the employer and employee representative groups to negotiate in good faith through all steps making every reasonable effort to reach an agreement.

A two-year schedule is identified in the Act as the implementation period for the pay equity process. This period, concluding with identification of the pay equity adjustments necessary for eligible female-dominated groups, is followed by a wage adjustment period which may take up to four years before all wage adjustments are complete.

In the event that the parties fail to agree on matters with respect to pay equity, the process would continue with final determinations respecting the area of dispute being made by the Nova Scotia Pay Equity Commission. Decisions made by the Pay Equity Commission are final and not subject to an appeal.

What follows is an account of the Pay Equity Process for employees identified under Phase One of the process; namely, employees in the Civil Service, corrections employees, highway workers, and employees of the Victoria General Hospital and the Nova Scotia Hospital who are not in the Civil Service and, in respect of these persons, Her Majesty in right of the Province.

LEGISLATION OVERVIEW

Overview Of Bill 55
An Act to Provide for Pay Equity
The Pay Equity Act

The purpose of this Act is to increase the pay of employees in classes which are predominantly female where it is determined, by the process set out in (the) act, that, by reason of sex discrimination, those employees are paid less than they should be. — Section 2

The "pay equity process" means the process of negotiation, agreement, consultation, identification, evaluation and adjustment in respect of pay equity as provided for by (the) Act. — Section 3:1 (p)

The pay equity process begins on the first day of September 1988, for employees in the Civil Service, corrections employees, highway workers, and employees of the Victoria General Hospital and Nova Scotia Hospital who are not in the Civil Service. — Section 11:1

The pay equity process consists of joint agreement between the employer and its employee representatives on:

(1) a single system that does not discriminate on the basis of sex for the evaluation of all female-dominated classes and male-dominated classes employed by the employer. (Within 6 months of the beginning of the process.) — Section 12

(2) application of the agreed-upon evaluation system to determine and compare the value of work performed by the female-dominated classes and male-dominated classes employed by the employer and to eliminate sex discrimination in pay for work — Section 13:1

performed by employees in female-dominated classes. (Within 21 months of the beginning of the process.)

(3) the quantum, allocation and orderly implementation, of pay equity adjustments required to achieve pay equity. The period for receiving adjustments is not to exceed four years. (Within 24 months of the beginning of the process.) — Section 14:1

Sex discrimination in pay is identified by undertaking comparisons between each female-dominated class in an employee unit and all male-dominated classes employed by the employer, whether in the same or another employee unit, in terms of pay and in terms of the value of the work performed. — Section 13:3

There is no sex discrimination in pay when a pay difference is the result of:

(a) a formal seniority system that does not discriminate on the basis of sex. — Section 13:4(a)

(b) a temporary employee training or development program or assignment equally available to male and female employees and leads to career advancement. — Section 13:4(b)

(c) a merit pay plan based on formal performance rating which employees are aware of and that does not discriminate on the basis of sex. — Section 13:4(c)

(d) a skills shortage causing temporary inflation in pay because employees with required skills cannot be recruited. — Section 13:4(d)

The criteria to be applied in determining the value of the work are skill, effort, responsibility normally required in the performance of work and the conditions under which the work is performed.	Section 13:5
Throughout the pay equity process the employer is required to meet and negotiate with its employee representatives; disclose information in its possession relevant to the pay equity process; and, bargain in good faith making every reasonable effort to reach agreement.	Section 18:1(a)(b)(c)
Employee representatives are required to bargain in good faith with the employer making every reasonable effort to reach agreement.	Section 18:2
The bargaining process respecting pay equity is to be separate and apart from the normal negotiations for a collective agreement.	Section 18:3
When there is conflict between another agreement and an agreement made on pay equity, the agreement on pay equity prevails over the provisions of other collective agreements with respect to pay.	Section 19
In achieving pay equity, no employer shall reduce the pay of any employee, or move an employee to a lower step of a schedule or range of pay that has been adjusted upward to implement pay equity.	Section 15:3(a)(b)
Classification is defined as a position or group of positions that have the same classification title, require the same or like qualifications and have the same salary grade or range of salary rates.	Section 3:1(b)
A female/male dominated classification means a group of ten (10) or more employees with the same employer in	Section 3:1(j)(m

the same classification where (60%) sixty percent or more of the employees are of the same sex.

Pay equity is achieved in a female-dominated class when the pay rate for the class is equal to: — Section 17

(a) where there is one male-dominated class of the same employer performing work of equal or comparable value, the pay rate for that class. — Section 17(a)

(b) where there are two or more male-dominated classes of the same employer performing work of equal or comparable value, at least the pay rate of the class with the lowest pay rate. — Section 17(b)

(c) where there is no male-dominated class of the same employer performing work of equal or comparable value and only one male-dominated class with a previously higher pay rate and performing work of a lower value, the pay rate of that class. — Section 17(c)

(d) where there is no male-dominated class of the same employer performing work of equal or comparable and two or more male-dominated classes with higher pay rates and performing work of lower value, the pay rate of the class with the higher rate of pay. — Section 17(d)

Twenty-four months after the pay equity process begins, employees are entitled to the pay adjustments agreed to through the process outlined in the Act. — Section 15:1

The pay equity adjustments shall be divided over a period not to exceed four years. — Section 14

For purposes of determining adjustments pursuant to the Act, "pay" means salary or compensation in respect to employment. It does not include benefits such as the value of living/residential, automobile, or clothing allowances, gratuities, overtime or payments in lieu of overtime. Section 3:1(o)

In determining pay equity adjustments:

- a female-dominated class shall be assigned a schedule or range of pay with a top rate of pay equal to the top rate of pay of a male-dominated class (as described in Section 17). Section 14:2(a)

- all positions in the female-dominated class shall receive the same adjustment in dollar terms. Section 14:2(b)

The Act calls for the establishment of a Pay Equity Commission, composed of representatives of labour and management as determined by the Governor in Council. Section 6:1 & 2

The Commission's functions include: Section 7:1

(a) determining the manner of selection of employee representatives where necessary;

(b) monitoring the implementation of pay equity;

(d) providing information;

(e) providing advice in implementing pay equity;

(f) preparing and maintaining statistics respecting pay equity;

(g) preparing and disseminating educational material.

The Commission can also determine matters upon which an employer and its employee representatives fail to agree.	Section 7:1(c)
eg: selection of a gender-neutral job evaluation system;	Section 12
eg: application of an agreed upon gender-neutral job evaluation system;	Section 13:2
eg: quantum or allocation of pay equity adjustments.	Section 14:1(a)
When the Pay Equity Commission makes such a determination, its decision is final.	Section 7:2
The Act identifies a reporting schedule to the Pay Equity Commission which requires employers to report monthly outlining the progress in implementing pay equity.	Section 9:1
Employee representatives may submit reports to the Pay Equity Commission at any time.	Section 9:2
The Pay Equity Commission itself must report every six months to the Minister of Labour who has the general responsibility of the Act.	Section 9:3

JOINT UNION MANAGEMENT
PAY EQUITY COMMITTEE

In November 1988, meetings began between the parties identified for Phase I under the Pay Equity Act.

Meetings took place initially between government representatives and each of the four unions named in Phase I to review the legislation and dialogue concerning the overall process.

Committee Composition

Joint meetings then followed between all of the parties and decisions regarding composition of a Joint Union Management Pay Equity Committee were made. Final agreement on this representation provided for a total of fourteen (14) representatives: eight (8) women, six (6) men; five (5) management, eight (8) union and one (1) individual representing the excluded civil service administrative support personnel.

Selection of Union Representatives

Representatives of unionized employees included members from the Nova Scotia Government Employees Union (N.S.G.E.U.), five (5); the Canadian Union of Public Employees, Local 1867 (C.U.P.E.), one (1); the Canadian Brotherhood of Railway Transport and General Workers, Local 606 (C.B.R.T. & G.W.), one (1); and the Police Association of Nova Scotia (P.A.N.S.), one (1).

Representatives from the N.S.G.E.U. were selected by the Union's Board of Directors, and included individuals holding elected positions and from within the general membership.

Representatives from the C.U.P.E. and N.S.G.E.U. did not include paid staff of the unions, whereas the Committee representatives from the C.B.R.T & G.W., and the Police Association of N.S. were the Business Agent and Staff Relations Officer, respectively.

Selection of Management Representatives

In selecting management representatives to the Committee it was determined that appropriate participation would include:

(1) a representative of the Civil Service Commission;

(2) a representative of management from the Victoria General Hospital which employs the largest segment of the employees in the classifications to be evaluated;

(3) a representative from the management group in the Department of Transportation and Communications where the CUPE highway workers are employed;

(4) a representative from the Department of Solicitor General which employs the corrections workers represented by P.A.N.S.;

(5) a representative of the Department of Community Services which employs the largest number of female employees

(outside the Victoria General Hospital) and has the widest distribution of female employees across the various bargaining units and occupational categories.

In addition to representing the management side of this process all of the above employees also represented the excluded employees classified in the Management Classification and Pay Plan (MCP).

Selection of the Representative from the Administrative Support Classification and Pay Plan (AS)

A general memorandum was distributed to the three hundred and forty (340) employees in this group briefly explaining the process and asking them to complete an attached form and return it to the Civil Service Commission if they were interested in being considered as the representative for the AS group of employees.

Approximately thirty (30) employees responded and a meeting of these people was held to select the representative. This meeting involved a detailed presentation on what the process would involve and then each individual was asked to address the group and indicate why she would like to participate and why each thought she would make a good representative.

Following this a vote was held and a representative was selected.

COMMITTEE PROCESS

In November of 1988 the Joint Union Management Pay Equity Committee began meetings to outline its mandate and the procedures to follow.

The Committee at the outset agreed that it would follow the process outlined in the Pay Equity Act and focus on the purpose of the Act as stated in Section (2):

> "to increase the pay of employees in female-dominated classes where it is determined by the processes set out in (the) Act that by reason of sex discrimination these employees are paid less than they should be."

The Committee recognized that other issues such as those relating to classifications, employment equity, and affirmative action might become apparent through the pay equity process, but are outside of the Committee mandate. If these issues arose they would be referred to the existing avenues structured to deal with them.

Establishment of Co-chair

Responsibility for chairmanship of the Committee was shared jointly between union and management. It was believed necessary to demonstrate the fact that this was a joint process with each of the parties responsible to take part in ensuring its success.

The Director of Compensation of the Civil Service Commission served in the role as co-chair for Management. As the N.S.G.E.U. had been successful in its request for a paid leave of absence for an elected officer to serve on this

committee, it was agreed by all parties, that this individual would represent the Union Co-chair. This decision to have co-chairs, in retrospect, was advantageous to the Committee as there was a great deal of "behind-the-scenes" research, data gathering and developmental work which needed to be completed. The Co-chairs of the Committee did the background work with final approval of all aspects of the process remaining under the authority of the Committee.

Evaluation Committee

It was decided early into the process that the Joint Union Management Pay Equity Committee would serve two functions. It would act as the steering committee for all administrative decisions, and would also be the committee responsible for completing job evaluation.

This type of approach to committee functioning was felt to be advantageous for a number of reasons:

(1) Committee members responsible to select a job evaluation system would have received consistent and complete information on the system and its method of application;

(2) Committee members would have received a "mini" job evaluation training period during selection of a system in preparation of actual job evaluation;

(3) consistency of members between the Steering and Evaluation Committees would provide for a core of individuals totally familiar with all aspects of the pay

equity process throughout the three stages of implementation of the legislation.

One of the suggested reasons for not having a single committee was the fear that once job evaluation was complete, Committee members would be protective of their evaluation results and consequently be biased when required to function as a steering committee to make administrative decisions. This, in reality, did not prove to be a problem and committee members made the role transition without difficulty. In fact, as the basis of the pay equity exercise is job evaluation, it proved very beneficial to have the Committee totally aware of the job evaluation process when it had to make its final decisions.

SELECTION OF A JOB EVALUATION SYSTEM AND CONSULTANTS

The Pay Equity Act required that, within six (6) months of the beginning of the process, there be agreement upon a single job evaluation system that does not discriminate on the basis of sex.

Job evaluation for the purpose of pay equity was not intended to replace the existing job evaluation and classification systems utilized by the Employer. Rather it was used to conduct a "pay audit" or "overlay" across all existing systems by evaluating a representative job from each class to identify wage discrimination across the existing systems.

The objective of the Committee was to select a single gender-neutral job evaluation system for the purpose of evaluation of all female and male-dominated classes employed by the employer. Given the time limits established by the legislation it was not possible nor was it felt appropriate to develop a system. Rather, it was decided to select from existing job evaluation systems.

Criteria for System Selection

Criteria for the selection of a job evaluation system were established and agreed to as follows:

(1) The system must identify and assist in addressing historical gender-based pay inequities between male and female-dominated classes;

(2) The system should have been successfully utilized in a large (500+ employees) public sector environment, preferably in Canada;

(3) The system should have a verifiable history of being implemented through a joint union/management evaluation process. Preferably, the job evaluation system would have a history of utilization in a multi-bargaining unit setting, but, as a minimum, it should have been successfully used with one bargaining unit. The system should also have proven applications to diversified occupational groups.

(4) Any proposal should meet the gender-neutral requirements of the Act. Those firms responding should be prepared to provide independent verification that their approach or system is gender neutral.

(5) The system must evaluate the relative value of male and female-dominated classes. It must be capable of evaluating a wide variety of classes from production orientated classes to ones with a service orientation; classes with significant technical content to those with little technical content but more supervisory content; classes with little or no public contact to those with significant public contact, etc.

(6) The system must be capable of measuring the criteria to be applied in determining the value of work as required by Section 13(5) of the Act. Such criteria are skill, effort and responsibility normally required in the performance of work and the conditions under which work is performed.

(7) The system should be capable of implementation within the time frame specified in the Pay Equity Act.

Request for Proposals

Request for proposals were forwarded to eight (8) consulting firms of which seven (7) responded with proposals indicating a desire to participate as consultants for the project.

Firms responding were all scheduled for half day sessions to introduce their job evaluation system to the Committee. Following presentation by seven (7) firms, the Committee determined a short-list of four (4) and scheduled second interviews for these groups.

Evaluation Criteria for Proposals

Evaluation criteria were established by the Committee to be used in final selection of the system for the project. These criteria were grouped into four major categories and were:

(1) the job evaluation system;

(2) the data collection method(s) for obtaining information about job classifications;

(3) the consultant's interpersonal skills, professional skills and approach to the project; and

(4) the communication strategy.

Each category consisted of several criteria to be considered by the Committee. Items given consideration respecting the job evaluation system are: gender neutrality of the system; the ability of the system to measure the wide variety of jobs within the Nova Scotia Civil Service; ease of application of the system to trial jobs; applicability to all jobs within the civil service; evidence of double counting of factors; measurement of job content traditionally overlooked in female-dominated jobs; clear factor descriptions and guidelines; the ability to change or adapt the data collection tool, factor descriptions, point values and factor weightings; and finally, ease of explanation of the system to those employees in classifications affected by the process.

Regarding the method of data collection consideration was given to the ease with which data from the job document could be measured against the factors/subfactors of the system to identify the level of skill, effort, responsibility and working conditions; ease of use of the tool to alleviate concerns over the employees' abilities to complete the data collection tool; and finally, satisfaction with the consultant's description of the method of providing information to employees to assist them in completion of the job document.

The perceived ability of the consultant to work with the Committee and to manage the project were identified as critical. It was generally felt that even the best system needed to be supported by a consulting team who inspired confidence in the system and their knowledge of the system,

and who demonstrated commitment to the process. Without this, the system, no matter how good, could be doomed to failure.

The Committee measured the organizational skill demonstrated by the consultants, their perceived ability to meet their stated objectives, keep within time limits etc; the accessibility of consultants; the commitment that the same team of consultants who presented the proposal would be present throughout the project; the consultant's knowledge of their system, and their knowledge of pay equity; and the consultant's willingness to work with a committee of our size.

Also of importance was whether or not Committee members perceived a feeling of confidence in the consultant's ability to complete the pay equity project.

Interpersonal skills of the consultants were also evaluated by the Committee. Consideration was given to whether or not the consultants: effectively facilitated group functioning; allowed for Committee members to fully express their ideas; and, identified a role in providing guidance in dispute resolution among Committee members.

A proposal of a sound communications strategy which would allow the Committee to reach all employees affected by this process was a major consideration in the selection of a consulting firm and job evaluation system. Committee members were looking for consultants to provide key aspects of a communication strategy which would provide for information reaching as many employees as possible in a timely fashion.

The consultant's plans for protection of confidentiality and quality control aspects of the project were also measured.

Reference Checks

Prior to interviewing the short-listed firms for the second time, reference checks were completed to assist with selection of consultants and their job evaluation system.

A written questionnaire was devised by the Committee and sent to union and management references provided by the consultants during their initial visit. Questions were designed to provide information about: the overall application of the particular system to a pay equity project; whether all classes could be easily measured or was it perceived to be more difficult to evaluate specific female or male-dominated classes; the method of job documentation; the changes necessary to satisfy the system's claim of gender neutrality; the consultant's approach, interest, availability and commitment to the project; and the communication strategy suggested by the consultants to all individuals affected by the process.

The return rate and interest demonstrated by individuals selected to complete the reference questionnaire was high and did contribute in assisting the Committee in its final decision making of selection of job evaluation system.

Demonstration of Job Evaluation System

During the second visit by the short-listed firms, the consultants were asked to demonstrate the process of job evaluation using the Committee as an evaluation committee. The firms were provided with five (5) job descriptions from the Nova Scotia Civil Service to use as sample jobs for trial

evaluation. These jobs were Community Health Nurse - Department of Health & Fitness; Resident Engineer III - Department of Transportation & Communications; Certified Nursing Assistant - Department of Health & Fitness; Data Entry Operator I, II, and III - Department of Government Services; and Dozer/Heavy Equipment Operator - Department of Lands & Forests.

Final Selection of Job Evaluation System

Following the second interview and work session, the Committee determined that a third meeting with two (2) of the firms was necessary.

Final discussion on selection of a job evaluation system resulted in agreement to the Aiken Plan marketed by the firm of Stevenson Kellogg Ernst and Whinney for Phase I implementation of the pay equity process.

APPLICATION OF THE JOB EVALUATION SYSTEM

Once the selection of the job evaluation system was completed, the Committee identified the actions and workplan necessary to achieve the objective of applying the gender-neutral job evaluation system to determine and compare the value of the work performed by the female and male-dominated classes employed by the employer for the purpose of eliminating sex discrimination in pay for work performed by employees in female-dominated classes.

IDENTIFICATION OF DOMINATED CLASSES AND REPRESENTATIVE JOBS

All positions within the Civil Service bargaining units have previously been evaluated and classified using a grade description method. Positions occupied by managerial employees have previously been evaluated using the Hay system of job evaluation. Within other employee groups, there were systems in place to group employees performing similar functions within the same classification title but the process is not as formalized as within the Civil Service. These systems did however provide a framework for the assignment of functions and compensation for those functions.

The classifications were determined within the existing classification systems and structures of the Employer.

A total of 188 job classifications were identified as dominated classes to be evaluated under pay equity. The effective date for determining employee numbers was May 25, 1988, proclamation date of the legislation. Included in determining numbers were permanent employees both full-time and part-time, term employees employed for a term of one year or more and regular casual employees. A number of classes

needed verification either for the number of incumbents in the class or for gender predominance of the class. All classes whose numbers were close to those cited by the incumbency rule in the legislation were verified. Departments where these job classes were found were contacted and asked to supply information on employee distribution for full-time Civil Service employees, part-time, term and casual employees.

The breakdown of classifications to be evaluated through this process is as follows:

Total 188 Classifications

Civil Service Bargaining Units - 154
- 64 female dominated
- 90 male dominated

PANS - 2
- 2 male dominated

CUPE Highway Workers - 14
- 14 male dominated

CBRT & GW - 1
- 1 female dominated

Administrative Support - 5
- 5 female dominated

Civil Service Management Classes - 12
- 9 male dominated
- 3 female dominated

A list of all male and female dominated classifications evaluated is found in Appendix A.

The Committee recognized that given the fact established classification systems were in place, a single job could be identified to represent each class provided certain criteria were met. While selection of a single job initially evoked a predictable response from employees, that of caution and

fear that significant job content would be lost, and that differences in jobs bearing the same classification title would be overlooked, once explanation of the process was given, the decision of the Committee was generally well received.

In addition to the above factors, the very practical consideration which had to be addressed was the significant increase in workload to the Committee if more than one job per class has been selected for evaluation. Given the time constraints in the legislation, concern over manageability of workload within given time frames was obviously a factor. Failure to meet deadlines could have precipitated a response by the Pay Equity Commission.

In choosing the actual job to be done as a representative of a class, selections were made from an area where:

(a) the requirements of the job in terms of duties, responsibilities and the conditions of work were representative of positions in the class;

(b) there were a number of employees performing the same tasks;

(c) the job was an established position free from any dispute over content, classification, responsibilities, etc.

Demographic information and existing job documentation were considered prior to making a final selection.

PARAMETERS OF JOB EVALUATION

Prior to the actual job evaluation exercise beginning, parameters were established as follows:

(1) To apply the job evaluation system in a manner which is as consistent and equitable as possible recognizing that job evaluation is not an exact science. The application of the system will identify and assist in addressing historical gender-based pay inequities between male and female classes.

(2) To provide for pay equity by using the results of the job evaluation exercise as the foundation and comparing the current pay practices for female classes to the current pay practices for male classes. Adjustments necessary for female-dominated classes will be implemented in a manner consistent with the objectives and requirements of the Act.

(3) To recognize that there are certain legitimate historical relativities amongst the female classes themselves which must be respected in order to minimize the impact on a number of related issues in: career pathing, promotions, affirmative action measures.

Establishing these parameters proved to be useful especially when attempting to apply the evaluation results to determine the level of gender-based wage discrimination.

JOB EVALUATION

The job evaluation process began in September of 1989, with a training period for the Committee. All but two of the Committee members remained as members of the Evaluation Committee; one management representative, and the employee representative from the Police Association of Nova Scotia did not participate in the job evaluation exercise.

Committee Training

Training for the Committee consisted of a complete orientation to the Aiken Plan, explanation of guidelines and factor definitions, followed by actual evaluation of positions selected by the co-chairs of the Committee and the Consultant.

It was expected that the Committee would be able to evaluate at a rate of ten to twelve (10-12) jobs per day but in reality the Committee averaged approximately seven to nine (7-9) jobs per day for a total of thirty-two (32) days. Evaluation was conducted for two (2) days a week every week until the process was completed.

Benchmark Positions

Approximately fifty (50) positions were selected as benchmark positions, evaluated and "sorethumbed" before proceeding with the remaining evaluations. In addition, the Committee used this time to review the operating procedures and consider whether or not there was a need for additional

information which would assist in completion of the remaining evaluations.

Expansion of Factors

It became apparent during evaluation of the first fifty (50) jobs that expansion of factor definitions for a few factor grades would be of assistance in deliberations. The Committee dialogued extensively about some issues which it felt important to measure but which were not specifically addressed in the factor definitions provided at the outset of the project.

The Committee was concerned about consistent application of the system, the potential for double counting of information and inclusion of all aspects that were present in job information but not described in the factor definitions. Consequently, the Committee, together with the Consultant, expanded three factor definitions: education, physical demands and working conditions.

Once these factor guidelines were described to the Committee's satisfaction, the sorethumbing of the first fifty jobs was completed. Evaluation of the remaining one hundred and thirty-eight (138) jobs followed.

Recording Rationale

One critical aspect of the job evaluation process was the recording of the rationale used by the Committee in arriving at consensus decisions. To assist in maintaining consistency

across all jobs through the evaluation exercise, one individual, not a Committee member, was assigned the responsibility of recording the rationale behind Committee decisions. Quite often, especially when "sorethumbing", Committee members referred back to previous ratings, revisited jobs, and reviewed previous discussion.

Sorethumb Exercise

The process of reviewing rated jobs periodically throughout, and at the end of the evaluation exercise for consistency of application, is called "sorethumbing". The sorethumb exercise involved a factor-by-factor review in order to identify any inconsistencies in application of the system.

Evaluation Decisions

All decisions were reached by consensus with full participation of Committee members. If members were absent from evaluation sessions, evaluations continued as long as the total number of members present did not fall below a quorum.

The Committee expended effort to ensure that the job document captured all the information needed to make decisions. If for some reason the Committee needed additional information it was decided that evaluation of the job would be suspended until clarification was obtained.

Throughout the exercise, there were only ten to twelve (10-12) jobs for which Committee members felt clarification and/or additional information was needed.

In these instances, the co-chairs of the Committee met with the employee and supervisor and clarified/validated information on the job document. Once additional information was obtained the Evaluation Committee proceeded with evaluation of the job.

Job Ratings

Following the final sorethumb the Consultant computed the point values for each job class based on the factor grades assigned by the Committee. Information received from the Consultant was verified by the Committee.

Committee members whose classifications were being evaluated were present during evaluation of the class but refrained from participating in job evaluation.

Alternates to the Job Evaluation Committee

Early in the process the Committee experimented with using alternates but it quickly became obvious that in order to ensure consistent and equitable application of the system, alternates would have to be present during the entire training and evaluation process rather than just attend when needed.

The Committee decided against using alternates and instead chose to establish a minimum of individuals to be present during evaluation sessions.

THE JOB DOCUMENT

DEVELOPING THE JOB DOCUMENT

Information on job content is critical to any job evaluation exercise and the Committee felt strongly that a specific document should be developed to provide the Committee with the information necessary to properly conduct the evaluation exercise. The document design should allow the Committee to identify and measure the aspects of the job relating to the level of skill, effort, responsibility and working conditions as outlined in the Pay Equity Act.

As the consulting firm chosen did not have a document which satisfied the Committee's concern about job documentation, a review of documents from a variety of sources used in other settings was completed. A written questionnaire format was decided upon which required both open and closed ended responses. The document, titled Job Fact Survey included:

- Position Identification Page - used to identify the position, incumbent and supervisor; removed prior to review by the Committee. Spaces were included for approval signatures of the employee and supervisor.

- General Information Page - used to introduce the Pay Equity Act and the evaluation process.

- Document Introduction Page - used to identify expectations of employees and supervisors with respect to the process and provided specific instructions regarding completion of the document. This page also identified a contact person in the event that the

incumbent needed clarification or assistance in document completion.

- Questions and Sample Answer Pages - the questions which incumbents were required to answer occupied the right side of the document. Three civil service positions were chosen and individuals occupying these positions were asked to complete the document for the purpose of providing information about their classifications to be used as a part of the document as sample answers for questions posed. These classifications were: Certified Nursing Assistant, Public Health Inspector and Clerk II. The sample answers were provided opposite the questions on the left side of the document.

- Special Features Page - requested information about any special or unusual features about the job which had not been mentioned elsewhere in the document.

- Immediate Supervisors Comment Page - included review and completion instructions.

Supervisors were requested to review the completed job document but were not permitted to alter or eliminate any portion of the original employee response. Any information which would clarify employee responses could be added using this page. This page also required signatures of both the employee and supervisor.

DOCUMENT PILOT

In developing a document for this purpose it was imperative to pilot the document. Following many drafts, twelve (12) individuals, one from each of the nine civil service bargaining units represented by the N.S.G.E.U., and one individual from each of the other employee groups participating in Phase I, were selected to pilot the job fact survey.

A briefing session was held for selected employees and their supervisors. The purpose of the briefing was two-fold:

(1) to introduce the legislation, the process, job evaluation, and the document so that employees could participate as they would be expected to do if this was the actual exercise; and

(2) to identify the areas in the document which could potentially create difficulty for the incumbent, e.g., ambiguity, areas of job content omitted, poorly worded or misleading questions, etc.

The briefing session was conducted by the Consultant and in all, twenty-four individuals (employees and supervisors) completed a job fact survey and evaluated the document as the tool to capture job content.

Feedback provided through the pilot process was incorporated into the document. Though the entire process of creating and piloting the document was a time consuming and exhaustive one, the Committee was committed to job evaluation using current and all inclusive information about the job

SELECTION OF INCUMBENTS TO COMPLETE JOB FACT SURVEYS

Once the selection of representative jobs was finalized, a joint process to identify and select incumbents to complete the job fact survey was conducted. Requests were made to various officials of government departments and institutions for the names of employees interested in participating in the pay equity study by completing a job fact survey describing their job.

Departments were asked to follow certain criteria and submit the names of five or six individuals per classification who could complete the job fact survey. The criteria was as follows:

(1) the employee should have been in the job classification for a reasonable amount of time and knew and understood the job;

(2) a new employee, or an employee who had been in the job for an extended period of time should not have been selected as questions on the job fact survey require the employees be knowledgeable about the whole job yet not be so seasoned that he/she would underestimate what it took to learn the job.

Departments were requested to provide names of potential incumbents from both metro and outside the metro region to ensure provincial representation of employees across job classes. Upon receipt of names of potential candidates from departments, the employer and employee representative groups reviewed, amended the lists and made final selection of employees to complete job fact surveys.

As a result of a request by either the employee representative or employer groups, in some instances employees other than those suggested by the departments were selected to complete job fact surveys.

Briefing Sessions for Incumbents

Incumbents selected to complete job fact surveys and their supervisors were scheduled to attend a half (1/2) day briefing sessions conducted by the Consultant. The information to be presented to incumbents and supervisors was approved by the Committee and included an introduction to the pay equity process; the consultant team; the Aiken plan; the process of job evaluation; and the roles and responsibilities of key groups in the process.

Incumbents were instructed on the importance of using gender neutral language and of being specific in describing their job content. Time was spent reviewing each question on the document identifying key concepts to be included and referencing sample answers to assist incumbents in completing the document.

From the pilot it was estimated that completion of the job fact survey would take approximately twelve (12) hours.

Incumbents were informed that the Consultant was available to assist with completion of the job fact survey. Emphasis was placed on the fact that it was the actual job that was being evaluated, not the incumbents performance in the job.

Supervisors in attendance at briefing sessions, received a copy of the job fact survey and were identified as a potential source of assistance to the employee in completion of the job fact survey. In addition, the employee could also proceed directly to the Consultant if assistance was required.

Following the briefings, each incumbent was required to complete the survey within two weeks. The document was then forwarded to the Supervisor who had one week to review it and discuss it with the incumbent. Supervisors were not to eliminate or alter any of the incumbent's documentation, however, were asked to comment on the accuracy and completeness of the document. In the event of a disagreement between the supervisor and the incumbent about the content of the document describing the job, a mechanism was established whereby the document would be referred to the Consultant and/or members of the Job Evaluation Committee who would assume responsibility to meet with the incumbent and supervisor to clarify the difficulty.

Once completed, reviewed and signed by both the supervisor and incumbent, documents were returned to the Consultant for review. Obvious difficulties or problems with completed documents were clarified by the Consultant before forwarding to the Committee.

It was a decision of the Committee not to publish the names of the incumbents completing the job fact survey.

DETERMINATION OF THE LEVEL OF GENDER DISCRIMINATION

The process to determine gender based discrimination in the wage setting practice followed the evaluation exercise.

Once job value had been determined, point values and corresponding maximum hourly wages paid to the classes were analyzed. The objective was to identify the level of sex discrimination in pay by undertaking comparisons between each female dominated class and all male dominated classes employed by the employer, whether in the same or another employee unit, in terms of pay and value of the work performed. The Committee co-chairs were delegated the responsibility of examining all this data and providing the Committee with possible options for achieving pay equity.

A preliminary look at the data, including graphically representing the current pay practices, revealed a difference in the wage patterns for male and female classifications. Female dominated classes were paid lower than male dominated classes at corresponding point values. Objectives were identified to assist in determining adjustments necessary to render the wage setting practices for dominated classes the same, thus eliminating the gender-based wage discrimination. These were:

(1) To provide for pay equity for eligible female dominated classes through the process set out in the Pay Equity Act.

(2) To maintain the integrity of the job evaluation results as established through this process in correcting historical gender based pay inequities for female-dominated classes.

The legislation itself provided a challenge to define comparability in terms of job worth. The strategy for wage adjustments outlined in the Pay Equity Act called for comparisons of female dominated to male dominated classes of equal or comparable value. In attempting to define comparability and meet established objectives, the Committee worked through a number of different approaches and examined numerous options, including banding and averaging arrangements, to determine wage adjustments.

In examining the issue with respect to job value and wage practice for male dominated classes, the Committee recognized that in an organization this size there could well be situations identified where job classes within a particular point range as established through job evaluation may for a variety of reasons be paid at higher or lower pay rates from the general patterns for the majority of positions within the point range.

If used as comparators these hi/low anomalies would produce results which would not provide for pay equity for female dominated classes and would produce hourly rates for classes which would serve to distort the value hierarchy established through job evaluation for those classes.

Rather than define comparability in terms of job value in such a way that anomalies became the comparator groups for female dominated classes it was decided to use a statistical approach called regression analysis to produce separate wage lines for male and female dominated classes. The overall pattern of wages paid to male dominated classes became the comparator for female dominated classes.

By using regression data, pay equity adjustments for female dominated classes were determined and wages raised to produce a compensation practice consistent with the compensation practice for male dominated classes. Pay equity was achieved and the hierarchy that was established through job evaluation exercise was maintained.

The Committee agreed that for ongoing salary administration considerations, it would be beneficial to ensure that the new salary ranges established as a result of pay equity could be accommodated within existing pay structures. Therefore, as a final step in the process, the new salary for the job class as established through pay equity was matched to an existing salary range within the various pay plan structures.

NEGOTIATION OF SCHEDULE OF IMPLEMENTATION

Following identification of the wage adjustments and assignment of the corresponding pay grade to be achieved by female dominated classes, the schedule of implementation of the wage adjustments had to be determined. Negotiators from the government and employee representative groups met and agreed upon an implementation schedule that provided for wage adjustments to be phased in evenly over the four year adjustment period provided for in the Act with the first adjustment effective September 1990.

By linking the adjustment to a pay grade, adjustments would be paid in such a way that in each of the first three (3) years, annual adjustments would equal 1/4 (one quarter) of the total amount and in the fourth year adjustments would equal the final quarter amount and then the classification would be moved to the identified pay grade within the existing pay plan structure.

RESULTS

There were one hundred and eighty-eight (188) classes identified as dominated classes: one hundred and fifteen (115) of these were male dominated classes and the remaining seventy-three (73) classes were female dominated classes.

Of the seventy-three (73) female dominated classes evaluated, fifty-three (53) were eligible for wage adjustments. This represents seventy-three percent (73%) of the female dominated classes evaluated and will provide adjustments for approximately five thousand three hundred and seven (5,307) employees or ninety percent (90%) of the employees in the seventy-three (73) female dominated classes.

Twenty female dominated classes did not receive wage adjustments as their maximum hourly rates exceeded the pattern of wages paid to male dominated classes at comparable job value.

The increase to payroll as a result of implementation of this program is expected to be fourteen point nine (14.9) million dollars which represents approximately four percent (4%) of the total payroll for the specific groups of employees covered by Phase I of the Pay Equity Act.

The range of adjustments expressed in a total adjustment was from $404.00 to $9,945.00. The hourly range of adjustments was from $.22 to $5.10.

Prior to the pay equity process the average salary for female employees in the total civil service was 76% of the average salary for male employees and following the exercise it will be 83%.

The average salary for female employees across the civil service bargaining units was 83% of the average salary for male employees and following this exercise it will be 91%.

Resulting wage adjustments for employees in female dominated classes will be phased in over a four year period with the first adjustment effective September 1, 1990.

At the time of reporting the wage adjustments, the Health Services B (HSB) Bargaining Unit represented by the Nova Scotia Government Employees Union was involved in contract negotiations. The top range of pay necessary to accomplish pay equity for eligible classes in the HSB pay plan was determined but cannot be reported until subsequent wage negotiations have been finalized. The actual dollar adjustment required for these eligible classes cannot be determined until the 1990 rates for the positions are established. This provides for consistency of application of the process amongst all groups as the rates in effect immediately prior to September 1, 1990, were used as the rates for comparison in determining the level of adjustment required for all other female dominated classes.

COMMUNICATIONS

The development of a communication strategy to inform all employees affected by the Pay Equity Act of the requirements of the Act and the process to be followed in pay equity was identified as an objective of the Committee.

All written communication carried a logo designed for the Committee identifying the information with the Pay Equity Process - Phase I. Written communications began with a series of pamphlets designed by the Committee and distributed at strategic intervals throughout the process. The pamphlets were distributed through the departments, institutions, and agencies of government with employee pay cheques. The first pamphlet defined pay equity, and explained the process and requirements under the Act. The second described the job evaluation process, followed by a third pamphlet which identified all female and male-dominated classes meeting incumbency criteria for evaluation. The forth pamphlet took the format of questions and answers, and answered many questions consistently asked by employees regarding the process.

Province-wide briefing sessions were held for management, bargaining and non-bargaining employees to explain the Act, the pay equity process, and to provide an opportunity to answer employee questions about the process.

GENERAL BRIEFINGS TO EMPLOYEES

The first of the fifty-five (55) such briefings conducted by the Co-chairs was scheduled for Personnel Managers, Directors of Administration and Union officials. It was felt

that these individuals needed to be informed and supportive of the process and be aware of what would be expected of the employees who would be participating in the project.

Other sessions were scheduled daily for approximately a six (6) week period. Sessions were held during the morning, afternoon and evening to provide ample opportunity for employees working shifts to attend. Each government department was notified, in writing, of the schedule for briefings and all employees, both bargaining unit and non-bargaining unit were invited to attend. Employees were to be provided with time during their regularly scheduled work day to attend, if at all possible.

Although employee attendance at these briefing sessions (2,500 - 3,000 employees) was disappointing for a number of reasons, the Committee believed that it was an essential part of the communication process and would endeavour to repeat the exercise in a similar circumstance.

Reasons which can be attributed to the low attendance rate (approximately fifteen to twenty percent [15 - 20%] of employees attended) include:

- the concept of pay equity is not generally well understood. Many confuse pay equity with equal pay for equal work;

- apathy towards the issue amongst a portion of employee groups is evident. This was of particular concern with respect to the management group as very few Managers took the time to attend.

- the distribution of briefing schedules to employees was inconsistent throughout the workplace sites. In some instances information did not filter through the system to employees at the worksite, while in other departments active attempts were made to ensure that employees were notified and given the opportunity to attend.

- despite efforts to the contrary, some confusion existed as to whether employees were to be provided with time off to attend the briefing sessions and some employees were instructed to attend on their own time.

It was concluded that if involved in a similar exercise, the strategy for notifying employees of general briefings would have to be reviewed to determine a more effective way of reaching employees. One suggestion would be to identify a departmental contact who would be responsible for notifying employees and disseminating information within an assigned area.

Employees who attended the briefing sessions responded favourably and appreciated the efforts made on their behalf to provide them with information about the pay equity process.

The names of Committee members and their work phone numbers were published on every pamphlet to enable employees to call with questions.

Results of the process were distributed throughout various government departments, institutions, agencies and unions with instructions to post at various locations to provide ease of access by employees.

A pay equity hotline was established immediately upon distribution of results and calls were responded to by the co-chairs of the Committee.

Once final agreement of the schedule of implementation was negotiated, employees in classifications receiving wage adjustments were notified of the schedule of adjustments.

REPORT TO THE PAY EQUITY COMMISSION

Employers are required by the Pay Equity Act to report to the Pay Equity Commission, their progress toward achieving pay equity.

The Committee, in keeping with its commitment to joint decisions at all aspects of the process, approached the Pay Equity Commission and indicated that reports would be forthcoming from the Committee rather than the employer. Also requested and granted from the Commission, was permission to report at strategic intervals in the process, rather than at monthly intervals. Written reports were submitted as various stages of the process were completed.

Fortunately, throughout the process the Committee was able to reach decisions on all aspects of the program and as a result were not placed in a position of requesting the Pay Equity Commission to intervene.

APPENDIX "A"

Dominated Classifications

FEMALE DOMINATED

Civil Service Clerical

Cashier - License & Registration (Transportation)
Clerk 1 A & B
Clerk 2
Clerk 3
Clerk 4
Clerk Typist 1 A, B, & C
Court Reporter A, B & C
Court Reporter 5 - County & Supreme Court (Attorney General)
Data Processing Clerk 1
Data Processing Clerk 2
Data Processing Clerk 3
Emergency Medical Receptionist (VGH)
Equipment Operator 1
Equipment Operator 3
Secretary 1
Secretary 2
Stenographer 1 A & B
Stenographer 2
Word Processing Operator 1

Civil Service HSA

Central Supply Room Aid
Nursing Assistant (Hospitals)
Nursing Assistant (Community Health)
O. R. Technician
Ward Aid

Civil Service HSB

Anaesthetic Technician 1 A & B
Dental Hygienist 2
E.C.G. Technician 1, 2A, B & C
Instructor 1
Laboratory Assistant 1A, B & C

Laboratory Assistant 2
Laboratory Technologist 1A, B & C
Laboratory Technologist 2
Occupational Therapy Assistant A, B & C
Occupational Therapist 1A & B
Physiotherapist 1A & B
Respiratory Therapist 1, 2A & B
X-Ray Technician 1, 2A & B

Civil Service HSM

Staff Nurse
Head Nurse
Community Health Nurse
Nursing Instructor 3/4

Civil Service Professional

Dietitian 1, 2A & B
Health Care Social Worker I, 2A & B
Home Economist
Librarian 1
Librarian 2
Pharmacist 1A & B
Public Information Officer 3
Research & Statistical Officer 1A & B
Caseworker 4
Historical/Archival/Cultural Officer 2
Nutritionist 1 & 2
Public Information Officer 2
Research & Statistical Officer 3

Civil Service Services

Food Service Worker
General Laundry Worker 1
Housekeeping Aide 1
Housekeeping Aide 2
Seamstress Tailor
Cook's Helper
Food Service Supervisor 1 & 2

Civil Service Technical

Financial Services Officer I
Pharmacy Assistant (VGH)
Counsellor 1, 2A & B

CBRT & GW - Local 606

General Worker

Civil Service Management

Laboratory Technician III
Laboratory Technician IV
Assistant Supervisor Community Health

Civil Service Administrative Support

Secretary 1
Secretary 2
Secretary 3
Executive Secretary 1
Executive Secretary 2

MALE DOMINATED

Civil Service HSA

Nursing Attendant
Psychiatric Attendant
Development Worker
Ambulance Drive Attendant

Civil Service HSB

Bio-Medical Engineering Technologist 1 & 2

Civil Service RDC

Assistant Professor NSAC
Associate Professor NSAC
Associate Professor NSTC
Education Officer 3
Instructor Adult Education
Instructor Technology
Instructor Marine Navigation
Professor NSAC

Civil Service MOS

Janitor
Maintenance Worker 1
Driver Messenger
Janitor-in-charge
Utility Truck Driver
Maintenance Worker 2A
Farm Worker
Wildlife Park Attendant
Maintenance Worker 2B
Maintenance Worker 3A
Mate 1
Fire Tender 1
Maintenance Worker 3B
Marine Engineer 1
Shift Operator 2
Shop Supervisor
Mechanic 1 & 2

Civil Service Professional

Agrologist 1A & B, 2A & B
Agrologist 3
Biologist 1A & B, 2A & B
Caseworker 1A & B, 2
Caseworker 5
Computer Services Officer 1A & B, 2A, B & C
Computer Services Officer 3
Forester 1A & B, 2A & B
Geologist 1 & 2
Geologist 3
Health Care Caseworker 1A & B, 2
Historical/Archival/Cultural Officer 3
Planner 2

Planning & Development Officer 1A & B, 2A & B
Planning & Development Officer 3
Program Administration Officer 1 & 2
Program Administration Officer 3
Program Administration Officer 4
Senior Auditor (Finance PTC)
Environment Engineer (Environment)
Youth Worker 1, 2, 3 (Young Offenders)
Engineer 1, 2 & 3
Engineer 4
Probation Officer, 1, 2A & B
Probation Officer 3
Social Development & Rehabilitation Officer 1, 2A & B

Civil Service Services

Laundry Worker 2
Kitchen Orderly
Cook

Civil Service Technical

Agricultural Technician 3
Agricultural Technician 4
Architectural Assistant 1 & 2
Assessor 1, 2A, B & C
Assessor 3
Auditor 1 & 2
Drafting & Illustration Technician 1A & B, 2A & B
Engineering & Survey Technician A, B, C & D
Environmental Technologist 1, 2A & B
Financial Services Officer 2
Financial Services Officer 3
Forestry Technician 2A & B, 3
Highway Laboratory Technician 1A & B
Industrial Training & Certification Officer 1
Information Processing Technician 3
Information Processing Technician 4
Inspector (General) 1A & B
Inspector (Specialist) 1A & B
Inspector (Specialist) 2
Motor Vehicle Officer 1A & B
Motor Vehicle Officer 2
Planning Technician 1, 2A & B
Printing Technician 1, 2A & B

Right of Way Officer 1A & B, 2
Supply Technician 2
Surveyor 1A & B, 2A & B
Survey Technician (A, B & C)
Engineering Aide 1 (Transportation)
Field Assistant Surveys (Lands & Forests)
Vendor Services Officer (Finance)
Toll Collector

CUPE Highway Workers

Operator 2
Inspector
Office Person
Division Crewman
Rodman
Baseman 2
Weigher
Welder 3
Stock Clerk 3
Steel Worker 3
Operator 3
Stock Clerk 2
Mechanic 3
Checker

PAMS

Shift Supervisor
Corrections Officer

Civil Service Management

Division Engineer
Inspector of Schools
Prosecuting Officer 3
Regional Director of Assessment 1
Senior Programmer
Solicitor 3
Supervisor Forest Resources
Unit Supervisor
Chief Clerk Provincial Magistrate

ABBREVIATION KEY

N.S.G.E.U. BARGAINING UNITS

CL	CLERICAL & RELATED
EDC	EDUCATIONAL
HSA	HEALTH SERVICES "A"
HSB	HEALTH SERVICES "B"
HSN	HEALTH SERVICES NURSING
MOS	MAINTENANCE & OPERATIONAL SERVICES
PR	PROFESSIONAL
SE	SERVICES
TE	TECHNICAL

CIVIL SERVICE EXTENDED PAY PLANS

AS	ADMINISTRATIVE SUPPORT
MCP	MANAGEMENT

UNIONS

CBRT & GW	CANADIAN BROTHERHOOD OF RAILWAY TRANSPORT AND GENERAL WORKERS
CUPE	CANADIAN UNION OF PUBLIC EMPLOYEES
PANS	POLICE ASSOCIATION OF NOVA SCOTIA
NSGEU	NOVA SCOTIA GOVERNMENT EMPLOYEES UNION

MISCELLANEOUS

CSBU	CIVIL SERVICE BARGAINING UNITS
CS	CIVIL SERVICE
NCS	NON-CIVIL SERVICE

Pay Equity

A Joint Union/Management Initiative in Nova Scotia

AGREEMENT RESPECTING ACHIEVEMENT OF PAY EQUITY AS PROVIDED FOR IN BILL 55

SUBJECT: The agreement of the Joint Union Management Pay Equity Steering Committee in accordance with Section 13 of the Pay Equity Act.

Pursuant to Section 13 of the Pay Equity Act the Joint Union Management Pay Equity Steering Committee has reached agreement with respect to the wage adjustments necessary for the elimination of sex discrimination in pay for work performed by employees in female dominated classes.

1.(a) This agreement identifies the female dominated classes, with the exception of those in the HSB bargaining unit, eligible to receive wage adjustments and the total adjustments (rounded to the nearest dollar) to be received.

(b) In determining the adjustments all comparisons were made on hourly rates and subsequently converted to bi-weekly and annual rates. Adjustments to be received reflect adjustments that have been assigned in accordance with the wage structure currently existing in the respective pay plans, and respecting the results of the pay equity process.

2. The allocation and orderly implementation of wage adjustments may be phased in over a period not to exceed four years and will be determined through negotiation between the respective employer and employee representative groups.

3. The top range of pay necessary to accomplish pay equity, for eligible classes in the HSB Pay Plan, have been determined in accordance with subsection (2)(a) of Section 14 of the Pay Equity Act and have been agreed to by the parties. However, the actual dollar adjustment required for these classes cannot be determined until the 1990 rates for these positions have been established. This maintains consistency of application of the process amongst all groups as the rates in effect immediately prior to September 1, 1990, were utilized as the rates for comparison in determining the level of adjustment required for all other female dominated classes.

4. Appendix A identifies the female dominated classes receiving wage adjustments and the adjustments expressed in annual and bi-weekly rates.

5. Appendix B identifies the female dominated classes evaluated through the process not eligible for wage adjustments.

6. Appendix C identifies the male dominated classes evaluated and used as the basis for comparison for female dominated groups.

7. Representatives from the Police Association of Nova Scotia participated in step one of the pay equity process which was the selection of a

0050D

gender neutral job evaluation process. They also participated in the joint selection of incumbents to supply job information for the male dominated classes represented by PAMS, however, exercised their option to withdraw from the actual job evaluation exercise and resulting wage adjustment determination.

B. Bruce MacCharles
Director of Compensation
Civil Service Commission
Co-Chair

Gail Cann
2nd Vice-President
N. S. Government Employee's Union
Co-Chair

Charles Matheson
Business Agent
C.B.R.T. & G.W., Local 606

Rhodes Kellegrew
Vice-President
CUPE Highway Workers, Local 1867

Marilyn Lewis
Secretary to the Minister
Dept. of Transportation & Communications
Rep. AS Group

James D. Vance
Personnel Manager
Dept. of Transportation & Communications
Rep. Management

APPENDIX "A"

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Clerical					
Court Reporter (C) (Provincial)	$26,929 $ 1,035.72	$33,306 $ 1,281.00	CL 24	60	$6,377 $ 245.28
Court Reporter (B) (Provincial)	$25,499 $ 980.72	$29,219 $ 1,123.82	CL 21	15	$3,720 $ 143.10
Court Reporter (A) (Provincial)	$24,068 $ 925.69	$26,929 $ 1,035.72	CL 18	6	$2,861 $ 110.03
Court Report (Supreme & County)	$28,359 $ 1,090.73	$33,306 $ 1,281.00	CL 24	21	$4,947 $ 190.27
Secretary III	$26,213 $ 1,008.19	$30,576 $ 1,176.00	CL 22	6	$4,363 $ 167.81
Clerk IV	$26,929 $ 1,035.72	$30,576 $ 1,176.00	CL 22	59	$3,647 $ 140.28
Data Processing Clerk III	$27,644 $ 1,063.23	$30,576 $ 1,176.00	CL 22	10	$2,932 $ 112.77
Secretary II	$24,068 $ 925.69	$26,929 $ 1,035.72	CL 18	334	$2,861 $ 110.03
Clerk III	$24,782 $ 953.17	$26,929 $ 1,035.72	CL 18	285	$2,147 $ 82.55

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Cashier Licensing & Registration	$22,805 $ 877.13	$24,782 $ 953.17	CL 15	11	$1,977 $ 76.04
Stenographer II	$21,858 $ 840.71	$24,068 $ 925.69	CL 14	25	$2,210 $ 84.98
Emergency Medical Receptionist	$22,264 $ 856.32	$23,353 $ 898.20	CL 13	10	$1,089 $ 41.88
Secretary I	$22,264 $ 856.32	$24,068 $ 925.69	CL 14	409	$1,804 $ 69.37
Word Processing Operator I	$22,264 $ 856.32	$23,353 $ 898.20	CL 13	47	$1,089 $ 41.88
Clerk II	$22,264 $ 856.32	$23,353 $ 898.20	CL 13	458	$1,089 $ 41.88
Stenographer I(B)	$21,050 $ 809.60	$22,264 $ 856.32	CL 11	111	$1,214 $ 46.72
Stenographer I(A)	$19,431 $ 747.34	$20,240 $ 778.46	CL 6		$ 809 $ 31.12
Data Processing Clerk I(C)	$21,858 $ 840.71	$22,264 $ 856.32	CL 11	107	$ 406 $ 15.61
Data Processing Clerk I(B)	$20,240 $ 778.46	$20,644 $ 793.99	CL 7		$ 404 $ 15.53

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Data Processing Clerk I(A)	$18,619 $ 716.13	$19,025 $ 731.73	CL 3		$ 406 $ 15.60
Equipment Operator I(C)	$21,050 $ 809.60	$21,858 $ 840.71	CL 10	28	$ 808 $ 31.11
Equipment Operator I(B)	$19,431 $ 747.34	$20,239 $ 778.46	CL 6		$ 809 $ 31.12
Equipment Operator I(A)	$18,619 $ 716.13	$19,430 $ 747.34	CL 4		$ 811 $ 31.21
Clerk Typist (C)	$21,050 $ 809.60	$21,454 $ 825.16	CL 9	107	$ 404 $ 15.56
Clerk Typist (B)	$19,431 $ 747.34	$19,834 762.86	CL 5		$ 403 $ 15.52
Clerk Typist (A)	$18,619 $ 716.13	$19,025 $ 731.73	CL 3		$ 406 $ 15.60
Clerk I(B)	$21,050 $ 809.60	$2í,454 $ 825.16	CL 9	542	$ 404 $ 15.56
Clerk I(A)	$19,431 $ 747.34	$19,834 $ 762.86	CL 5		$ 403 $ 15.52

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Services					
Food Service Supervisor II	$21,099 $ 811.50	$31,044 $ 1,194.00	SE 26	16	$9,945 $ 382.50
Food Service Supervisor I	$20,145 $ 774.82	$25,784 $ 991.69	SE 21		$5,639 $ 216.87
Cook's Helper	$18,358 $ 706.09	$23,577 $ 906.79	SE 18	21	$5,219 $ 200.70
Food Service Worker	$17,048 $ 655.71	$23,577 $ 906.79	SE 18	16	$6,529 $ 251.08
Seamtress	$18,001 $ 692.36	$21,935 $ 843.65	SE 15	10	$3,934 $ 151.29
Housekeeping Aide II	$17,525 $ 674.05	$20,504 $ 788.62	SE 12	53	$2,979 $ 114.57
Housekeeping Aide I	$17,048 $ 655.71	$20,504 $ 788.62	SE 12	25	$3,456 $ 132.91
General Laundry Worker I	$17,048 $ 655.71	$20,145 $ 774.82	SE 11	28	$3,097 $ 119.11

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
HSN					
Head Nurse	$39,690 $ 1,526.55	$49,348 $ 1,898.00	HSN 31	60	$9,658 $ 371.45
Nursing Instructor IV	$42,439 $ 1,632.26	$45,189 $ 1,738.78	HSN 29	32	$2,750 $ 106.52
Nursing Instructor III	$39,690 $ 1,526.55	$42,439 $ 1,632.26	HSN 27	18	$2,749 $ 105.71
Nursing Instructor I, II	$38,322 $ 1,473.92	$41,065 $ 1,579.42	HSN 26	0	$2,743 $ 105.50
Community Health Nurse	$39,690 $ 1,526.55	$41,065 $ 1,579.42	HSN 26	200	$1,375 $ 52.87
Staff Nurse	$35,942 $ 1,382.39	$39,690 $ 1,526.55	HSN 25	1,146	$3,748 $ 144.16

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Professional					
Caseworker IV(C)	$41,001 $ 1,576.95	$46,213 $ 1,777.42	PR 14	47	$5,212 $ 200.47
Caseworker IV(B)	$36,553 $ 1,405.87	$41,001 $ 1,576.95	PR 11	18	$4,448 $ 171.08
Caseworker IV(A)	$33,755 $ 1,298.28	$36,553 $ 1,405.87	PR 8	15	$2,798 $ 107.59
Nutritionist II	$39,475 $ 1,518.28	$44,434 $ 1,708.99	PR 13	13	$4,959 $ 190.71
Nutritionist I	$36,553 $ 1,405.87	$39,475 $ 1,518.28	PR 10	1	$2,922 $ 112.41
Health Care Social Worker II(B)	$41,001 $ 1,576.95	$42,653 $ 1,640.50	PR 12	18	$1,652 $ 63.55
Health Care Social Worker II(A)	$36,553 $ 1,405.87	$39,475 $ 1,518.28	PR 10	5	$2,922 $ 112.41
Librarian II	$37,951 $ 1,459.66	$42,653 $ 1,640.50	PR 12	10	$4,702 $ 180.84
Dietitian II(B)	$39,475 $ 1,518.28	$42,653 $ 1,640.50	PR 12	7	$3,178 $ 122.22
Dietitian II(A)	$36,553 $ 1,405.87	$39,475 $ 1,518.28	PR 10	3	$2,922 $ 112.41

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Dietitian I	$33,755 $ 1,298.28	$35,154 $ 1,352.06	PR 7	3	$1,399 $ 53.78

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Technical					
Counsellor II(B)	$27,572 $ 1,060.45	$35,114 $ 1,350.55	TE 21	169	$7,542 $ 290.10
Counsellor II(A)	$24,711 $ 950.43	$31,172 $ 1,198.91	TE 18	18	$6,461 $ 248.48
Counsellor I	$21,694 $ 834.38	$25,524 $ 981.68	TE 13	3	$3,830 $ 147.30

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
Management					
Assistant Supervisor Community Health	$44,579	$46,759	MCP 15	10	$2,180

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
AS					
Executive Secretary II	$31,141	$31,941		29	$ 800
Executive Secretary I	$29,142	$31,941		26	$2,799
Secretary III	$27,272	$30,576		51	$3,304
Secretary II	$24,221	$27,272		104	$3,051
Secretary I	$22,264	$24,221		15	$1,957

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
C.B.R.T. & G.W.					
General Worker	$18,229	$20,145		64	$1,916

Classification	Current Salary	Adjusted Salary	New Pay Grade	Approximate Employees	Total Adjustment
HSA					
Nursing Assistant (CH)	$25,157 $ 967.57	$28,263 $ 1,087.03	HSA 15	52	$3,106 $ 119.46
Operating Room Technician	$25,157 $ 967.57	$28,263 $ 1,087.03	HSA 15	11	$3,106 $ 119.46
Nursing Assistant (Hospitals)	$24,460 $ 940.77	$28,263 $ 1,087.03	HSA 15	132	$3,803 $ 146.26
CSR Aide	$21,851 $ 840.42	$26,651 $ 1,025.03	HSA 14	42	$4,800 $ 184.61
Ward Aide	$19,939 $ 766.88	$21,851 $ 840.42	HSA 4	67	$1,912 $ 73.54

Pay Equity

A Joint Union-Government Initiative in Nova Scotia

AGREEMENT RESPECTING ACHIEVEMENT OF PAY EQUITY AS PROVIDED FOR IN BILL 55

SUBJECT: Counsellor Adjustment under Pay Equity

Section 1(b) of the Agreement respecting Achievement of Pay Equity as provided for in Bill 55 states:

1.(b) "In determining the adjustments all comparisons were made on hourly rates and subsequently converted to bi-weekly and annual rates.."

It is therefore consistent with this agreement respecting Achievement of Pay Equity as provided for in Bill 55 that Counsellors at the Commission on Drug Dependency be provided an adjustment consistent with the hourly rate for Counsellors in the Department of Community Services as enumerated in the above mentioned agreement.

The attached Appendix "A" identifies the approved total adjustments expressed in bi-annual and bi-weekly amounts.

B. Bruce MacCharles
Director of Compensation
Civil Service Commission
Co-Chair

Neil Cann
2nd Vice-President
N. S. Government Employee's Union
Co-Chair

Charles Matheson
Business Agent
C.B.R.T. & G.W., Local 606

Rhodes Kellegrew
Vice-President
CUPE Highway Workers, Local 1867

Marilyn Lewis
Secretary to the Minister
Dept. of Transportation & Communications
Rep. AS Group

James D. Vance
Personnel Manager
Dept. of Transportation & Communications
Rep. Management

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APPENDIX 'A'

Classification	Agency	Current Class Salary	Adjusted Salary	Total Adjustment
Counsellor II (B)	NSCODD	TE 13 $27,572.00 1,060.45 (b/w)	$32,778.00 1,260.70	$5,206.00 (200.25)
Counsellor II (A)	NSCODD	TE 12 $24,771.00 950.43 (b/w)	$29,095.00 1,119.02	$4,384.00 (168.59)
Counsellor I	NSCODD	TE 8 $21,693.88 834.38 (b/w)	$23,821.98 916.23	$2,128.10 (81.85)

APPENDIX "B"

FEMALE DOMINATED CLASSIFICATIONS EVALUATED BUT NOT RECEIVING WAGE ADJUSTMENTS

Clerical

Data Processing Clerk II
Equipment Operator III

Professional

Health Care Social Worker I
Research & Statistical Officer III
Pharmacist
Home Economist
Public Information Officer III
Public Information Officer II
Historical Archival Cultural Officer II
Librarian I
Research & Statistical Officer I

Technical

Financial Services Officer I
Pharmacy Assistant

Management

Laboratory Technician IV
Laboratory Technician III

APPENDIX "C"

MALE DOMINATED CLASSIFICATIONS EVALUATED

Civil Service HSB

Bio-Medical Engineering Technologist 1 & 2

Civil Service HSA

Nursing Attendant
Psychiatric Attendant
Development Worker
Ambulance Driver Attendant

Civil Service SE

Laundry Worker 2
Kitchen Orderly
Cook

Civil Service TE

Agricultural Technician 3
Agricultural Technician 4
Architectural Assistant 1 & 2
Assessor 1, 2A, B & C
Assessor 3
Auditor 1 & 2
Drafting & Illustration Technician 1A & B, 2A & B
Engineering & Survey Technician A, B, C & D
Environmental Technologist 1, 2A & B
Financial Services Officer 2
Financial Services Officer 3
Forestry Technician 2A & B, 3
Highway Laboratory Technician 1A & B
Industrial Training & Certification Officer 1
Information Processing Technician 3
Information Processing Technician 4
Inspector (General) 1A & B
Inspector (Specialist) 1A & B
Inspector (Specialist) 2
Motor Vehicle Officer 1A & B
Motor Vehicle Officer 2
Planning Technician 1, 2A & B
Printing Technician 1, 2A & B
Right of Way Officer 1A & B, 2
Supply Technician 2

Surveyor 1A & B, 2A & B
Survey Technician (A, B & C)
Engineering Aide 1 (Transportation)
Field Assistant Surveys (Lands & Forests)
Vendor Services Officer (Finance)
Toll Collector

Civil Service PR

Agrologist 1A & B, 2A & B
Agrologist 3
Biologist 1A & B, 2A & B
Caseworker 1A & B, 2
Caseworker 5
Computer Services Officer 1A & B, 2A, B & C
Computer Services Officer 3
Forester 1A & B, 2A & B
Geologist 1 & 2
Geologist 3
Health Care Caseworker 1A & B, 2
Historical/Archival/Cultural Officer 3
Planner 2
Planning & Development Officer 1A & B, 2A & B
Planning & Development Officer 3
Program Administration Officer 1 & 2
Program Administration Officer 3
Program Administration Officer 4
Senior Auditor (Finance PTC)
Environment Engineer (Environment)
Youth Worker 1, 2, 3 (Young Offenders)
Engineer 1, 2 & 3
Engineer 4
Probation Officer, 1, 2A & B
Probation Officer 3
Social Development & Rehabilitiation Officer 1, 2A & B

Civil Service MOS

Janitor
Maintenance Worker 1
Driver Messenger
Janitor-in-charge
Utility Truck Driver
Maintenance Worker 2A
Farm Worker
Wildlife Park Attendant
Maintenance Worker 2B
Maintenance Worker 3A
Mate 1
Fire Tender 1
Maintenance Worker 3B

Marine Engineer 1
Shift Operator 2
Shop Supervisor
Mechanic 1 & 2

Civil Service EDC

Assistant Professor NSAC
Associate Professor NSAC
Associate Professor NSTC
Education Officer 3
Instructor Adult Education
Instructor Technology
Instructor Marine Navigation
Professor NSAC

PANS

Shift Supervisor
Corrections Officer

CUPE Highway Workers

Operator 2
Inspector
Office Person
Division Crewman
Rodman
Baseman 2
Weigher
Welder 3
Stock Clerk 3
Steel Worker 3
Operator 3
Stock Clerk 2
Mechanic 3
Checker

Civil Service Management

Division Engineer
Inspector of Schools
Prosecuting Officer 3
Regional Director of Assessment 1
Senior Programmer
Solicitor 3
Supervisor Forest Resources
Unit Supervisor
Chief Clerk Provincial Magistrate

CLASSIFICATION	CURRENT PAY GRADE	TOTAL ADJUSTMENT required to achieve Pay Equity expressed in bi-weekly amounts (as determined using Sept. 1990 wage rates)	SCHEDULE OF IMPLEMENTATION OF ADJUSTMENTS*			
			SEPT/90	SEPT/91	SEPT/92	SEPT/93
TECHNICAL						
Counsellor II(B) (NSCODD)	TE 15	$ 200.25	$ 50.06 +	$ 50.06 +	$ 50.06 +	$ 50.60
Counsellor II(A) (NSCODD)	TE 12	$ 168.59	$ 42.15	$ 42.15	$ 42.15	$ 42.15
Counsellor I (NSCODD)	TE 8	$ 81.85	$ 20.46	$ 320.46	$ 20.46	$ 20.46

*No agreement between parties at time of printing. Figures reflect adjustment if divided equally over a four (4) year period in accordance with the Pay Equity Act.

SCHEDULES OF ADJUSTMENTS

NOVA SCOTIA GOVERNMENT EMPLOYEE'S UNION

CLASSIFICATION	CURRENT PAY GRADE	TOTAL ADJUSTMENT required to achieve Pay Equity expressed in bi-weekly amounts (as determined using Sept. 1990 wage rates)	SCHEDULE OF IMPLEMENTATION OF ADJUSTMENTS			
			SEPT/90	SEPT/91	SEPT/92	SEPT/93 Amount Required to achieve the Sept. 1993 Rate for the Pay Grade as listed
CLERICAL						
Court Reporter (C)	CL 18	$ 245.28	$ 61.32	+ $ 61.32	+ $ 61.32	+ dollar amount required to achieve CL 24
Court Reporter (B)	CL 16	$ 143.10	$ 35.78	$ 35.78	$ 35.78	CL 21
Court Reporter (A)	CL 14	$ 110.03	$ 27.51	$ 27.51	$ 27.51	CL 18
Court Report (Supreme & County)	CL 20	$ 190.27	$ 47.57	$ 47.57	$ 47.57	CL 24
Secretary III	CL 17	$ 167.81	$ 41.95	$ 41.95	$ 41.95	CL 22
Clerk IV	CL 18	$ 140.28	$ 35.07	$ 35.07	$ 35.07	CL 22
Data Processing Clerk III	CL 19	$ 112.77	$ 28.19	$ 28.19	$ 28.19	CL 22
Secretary II	CL 14	$ 110.03	$ 27.51	$ 27.51	$ 27.51	CL 18
Clerk III	CL 15	$ 82.55	$ 20.64	$ 20.64	$ 20.64	CL 18
Cashier Licensing & Registration	CL 12	$ 76.04	$ 19.01	$ 19.01	$ 19.01	CL 15
Stenographer II	CL 10	$ 84.98	$ 21.25	$ 21.25	$ 21.25	CL 14

Emergency Medical Receptionist	CL 11	$ 41.88	$ 10.47	$ 10.47	$ 10.47	CL 13
Secretary I	CL 11	$ 69.37	$ 17.34	$ 17.34	$ 17.34	CL 14
Word Processing Operator I	CL 11	$ 41.88	$ 10.47	$ 10.47	$ 10.47	CL 13
Clerk II	CL 11	$ 41.88	$ 10.47	$ 10.47	$ 10.47	CL 13
Stenographer I(B)	CL 8	$ 46.72	$ 11.68	$ 11.68	$ 11.68	CL 11
Stenographer I(A)	CL 4	$ 31.12	$ 7.78	$ 7.78	$ 7.78	CL 6
Data Processing Clerk I(C)	CL 10	$ 15.61	$ 3.90	$ 3.90	$ 3.90	CL 11
Data Processing Clerk I(B)	CL 6	$ 15.53	$ 3.88	$ 3.88	$ 3.88	CL 7
Data Processing Clerk I(A)	CL 2	$ 15.60	$ 3.90	$ 3.90	$ 3.90	CL 3
Equipment Operator I(C)	CL 8	$ 31.11	$ 7.78	$ 7.78	$ 7.78	CL 10
Equipment Operator I(B)	CL 4	$ 31.12	$ 7.78	$ 7.78	$ 7.78	CL 6
Equipment Operator I(A)	CL 2	$ 31.21	$ 7.80	$ 7.80	$ 7.80	CL 4
Clerk Typist (C)	CL 8	$ 15.56	$ 3.89	$ 3.89	$ 3.89	CL 9
Clerk Typist (B)	CL 4	$ 15.52	$ 3.88	$ 3.88	$ 3.88	CL 5
Clerk Typist (A)	CL 2	$ 15.60	$ 3.90	$ 3.90	$ 3.90	CL 3
Clerk I(B)	CL 8	$ 15.56	$ 3.89	$ 3.89	$ 3.89	CL 9
Clerk I(A)	CL 4	$ 15.52	$ 3.88	$ 3.88	$ 3.88	CL 5

SERVICES

Food Service Supervisor II	SE 13	$ 382.50	$ 95.62 +	$ 95.62 +	$ 95.62 +	SE 26
Food Service Supervisor I	SE 11	$ 216.87	$ 54.22	$ 54.22	$ 54.22	SE 21
Cook's Helper	SE 6	$ 200.70	$ 50.18	$ 50.18	$ 50.18	SE 18
Food Service Worker	SE 2	$ 251.08	$ 62.77	$ 62.77	$ 62.77	SE 18
Seamstress	SE 5	$ 151.29	$ 37.82	$ 37.82	$ 37.82	SE 15
Housekeeping Aide II	SE 4	$ 114.57	$ 28.64	$ 28.64	$ 28.64	SE 12
Housekeeping Aide I	SE 2	$ 132.91	$ 33.23	$ 33.23	$ 33.23	SE 12
General Laundry Worker I	SE 2	$ 119.11	$ 29.78	$ 29.78	$ 29.78	SE 11

HSN

Head Nurse	**HSN 25**	**$ 371.45**	**$ 92.86**	+	**$ 92.86**	+	**$ 92.86**	+ **HSN 31**
Nursing Instructor IV	**HSN 27**	**$ 106.52**	**$ 26.63**		**$ 26.63**		**$ 26.63**	**HSN 29**
Nursing Instructor III	**HSN 25**	**$ 105.71**	**$ 26.43**		**$ 26.43**		**$ 26.43**	**HSN 27**
Nursing Instructor I, II	**HSN 24**	**$ 105.50**	**$ 26.38**		**$ 26.38**		**$ 26.38**	**HSN 26**
Community Health Nurse	**HSN 25**	**$ 52.87**	**$ 13.22**		**$ 13.22**		**$ 13.22**	**HSN 26**
Staff Nurse	**HSN 21**	**$ 144.16**	**$ 36.04**		**$ 36.04**		**$ 36.04**	**HSN 25**

PROFESSIONAL

Caseworker IV(C)	PR 11	$ 200.47	$ 50.12 +	$ 50.12 +	$ 50.12 +	PR 14
Caseworker IV(B)	PR 8	$ 171.08	$ 42.77	$ 42.77	$ 42.77	PR 11
Caseworker IV(A)	PR 6	$ 107.59	$ 26.90	$ 26.90	$ 26.90	PR 8
Nutritionist II	PR 10	$ 190.71	$ 47.68	$ 47.68	$ 47.68	PR 13
Nutritionist I	PR 8	$ 112.41	$ 28.10	$ 28.10	$ 28.10	PR 10
Health Care Social Worker II(B)	PR 11	$ 63.55	$ 15.89	$ 15.89	$ 15.89	PR 12
Health Care Social Worker II(A)	PR 8	$ 112.41	$ 28.10	$ 28.10	$ 28.10	PR 10
Librarian II	PR 9	$ 180.84	$ 45.21	$ 45.21	$ 45.21	PR 12
Dietitian II(B)	PR 10	$ 122.22	$ 30.56	$ 30.56	$ 30.56	PR 12
Dietitian II(A)	PR 8	$ 112.41	$ 28.10	$ 28.10	$ 28.10	PR 10
Dietitian I	PR 6	$ 53.78	$ 13.45	$ 13.45	$ 13.45	PR 7

TECHNICAL

Counsellor II(B)	TE 15	$ 290.10	$ 72.53	+	$ 72.53	+	$ 72.53	+ TE 21
Counsellor II(A)	TE 12	$ 248.48	$ 62.12		$ 62.12		$ 62.12	TE 18
Counsellor I	TE 8	$ 147.30	$ 36.83		$ 36.83		$ 36.83	TE 13

HSA

Nursing Assistant (CH)	HSA 10	$ 119.46	$ 29.87 +	$ 29.87 +	$ 29.87 +	HSA 15
Operating Room Technician	HSA 11	$ 119.46	$ 29.87	$ 29.87	$ 29.87	HSA 15
Nursing Assistant (Hospitals)	HSA 8	$ 146.26	$ 36.57	$ 36.57	$ 36.57	HSA 15
CSR Aide	HSA 4	$ 184.61	$ 46.15	$ 46.15	$ 46.15	HSA 14
Ward Aide	HSA 2	$ 73.54	$ 18.39	$ 18.39	$ 18.39	HSA 4

CANADIAN BROTHERHOOD OF RAILWAY TRANSPORT & GENERAL WORKERS

LOCAL 606

PAY EQUITY ADJUSTMENT

VGH - CENT & GH

CLASSIFICATION/TITLE	CURRENT PAY RATE/SALARY	TOTAL ADJUSTMENT Required to achieve Pay Equity expressed in bi-weekly and annual amounts (as determined using April 1988 wage rates)	SCHEDULE OF IMPLEMENTATION OF ADJUSTMENTS RATE/SALARY Amount Required to achieve the Sept. 1993 Rate for the Pay Grade as listed.			
		6 YEARS TOTAL ADJUSTMENT	SEPT/90	SEPT/91	SEPT/92	SEPT/93
	(ANNUAL) (BI-WEEKLY)					
GENERAL WORKER	$ 16,714.00	$ 1,916.00	$ 479.000	$ 479.000	$ 479.000	$ 479.000
	$ 640.20	$ 73.39	18.348	18.348	18.348	18.348

Probationary Employees - Paid at a rate of $360 less than the above rate.

6 Years Service Employees - Paid at a rate of $180 more than the above rate.

ADMINISTRATIVE SUPPORT

CLASSIFICATION	CURRENT PAY GRADE	TOTAL ADJUSTMENT required to achieve Pay Equity expressed in bi-weekly amounts (as determined using Sept. 1990 wage rates)	SCHEDULE OF IMPLEMENTATION OF ADJUSTMENTS			
			SEPT/90	SEPT/91	SEPT/92	SEPT/93 Amount Required to achieve the Sept. 1993 Rate for the Pay Grade as listed
Executive Secretary II	AS 20	$ 30.75	$ 7.69 +	$ 7.69 +	$ 7.69 +	AS 20
Executive Secretary I	AS 18	$107.65	$26.91	$26.91	$26.91	AS 20
Secretary III	AS 16	$127.07	$31.77	$31.77	$31.77	AS 19
Secretary II	AS 13	$117.34	$29.34	$29.34	$29.34	AS 16
Secretary I	AS 10	$ 75.27	$18.82	$18.82	$18.82	AS 13

MANAGEMENT

CLASSIFICATION	CURRENT PAY GRADE	TOTAL ADJUSTMENT required to achieve Pay Equity expressed in bi-weekly amounts (as determined using Sept. 1990 wage rates)	SCHEDULE OF IMPLEMENTATION OF ADJUSTMENTS			
			SEPT/90	SEPT/91	SEPT/92	SEPT/93 Amount Required to achieve the Sept. 1993 Rate for the Pay Grade as listed
Assistant Supervisor Community Health Nursing	MCP 14	$83.86	$20.97 +	$20.97 +	$20.97 +	MCP 15

TABLE 1

This table indicates the distribution of male and female employees across the various employee groups covered by Phase I of the Pay Equity Act.

This table explains that:

(1) there are 4,715 male employees within the civil service. Of these 185 or 3.9% of all male employees are classified in the CL Pay Plan.

(2) there are 6,183 female employees within the civil service. Of these 2,360 or 38.2% are classified within the CL Pay Plan.

TABLE 1

EMPLOYEE DISTRIBUTION
PERCENT MALE AND FEMALE BY PAY PLAN

Civil Service	No. of Males	% of Males	No. of Females	% of Females
CL	185	3.9%	2,360	38.2%
EDC	302	6.4%	90	1.5%
HSA	122	2.6%	281	4.5%
HSB	96	2%	389	6.3%
HSN	43	.9%	1,202	19.4%
MOS	490	10.4%	14	.2%
PR	883	18.7%	439	7.1%
SE	138	2.9%	273	4.4%
TE	1,403	29.8%	373	6.1%
AS	8	.2%	336	5.4%
MCP	1,045	22.2%	424	6.9%
	4,715	100%	6,183	100%
Non-Civil Service				
CUPE Highway Workers	981	98%	19	2%
CBRT & GW	79	36%	138	64%
Corrections	311	92%	27	8%
	1,371	88%	184	12%
OVERALL TOTAL	6,086	49%	6,367	51%

CHART 1

Graphically depicts the data included under the civil service section of the preceding Table 1.

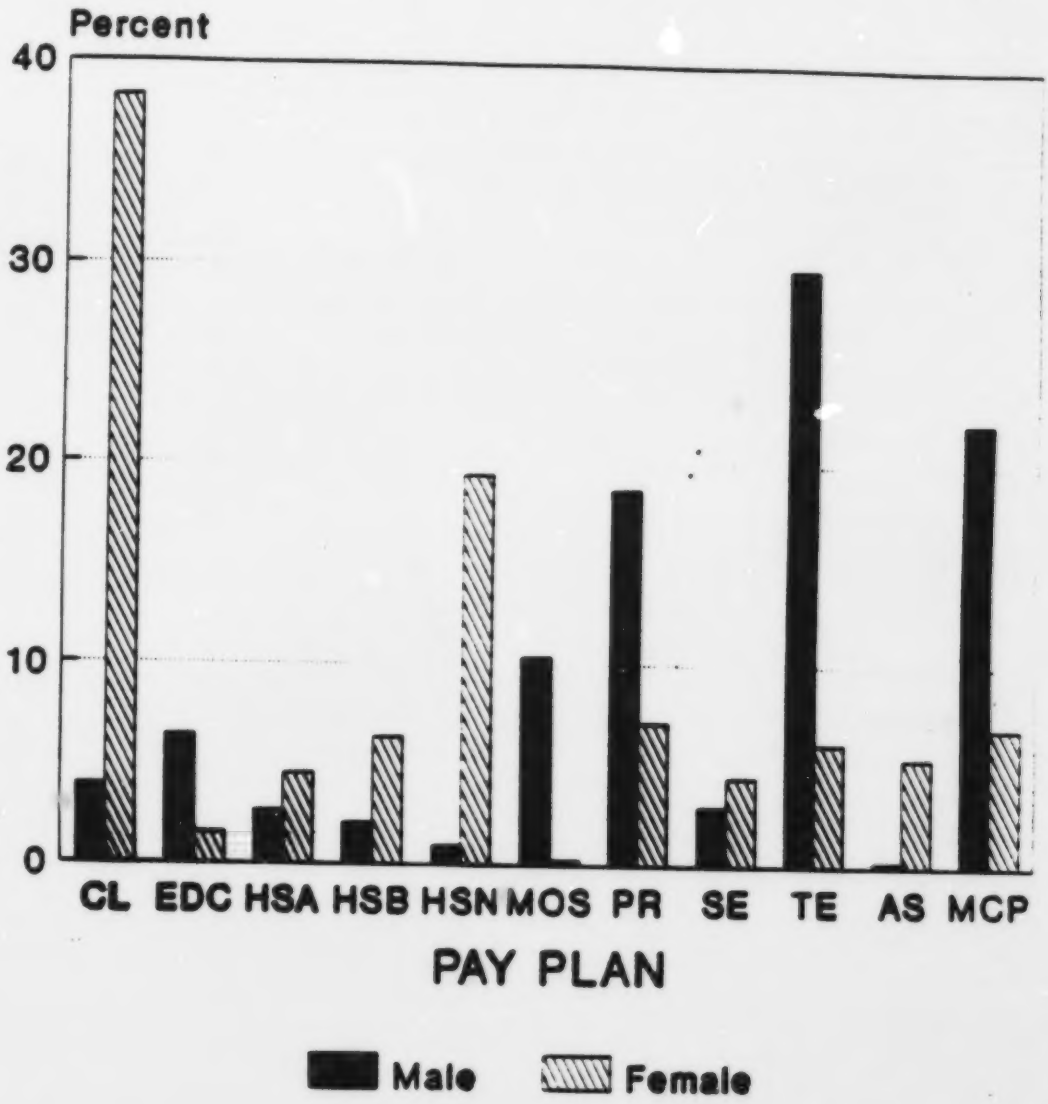
Totalling the solid bars ■ produces 100% of the male employees in the civil service. For example, 10.4% of all male employees are in the MOS pay plan.

Similarly totalling the shaded bars ▒ produces 100% of all female employees. For example, 19.4% of all female employees are in the HSN Pay Plan.

CHART 1

Civil Service Employee Distribution

% of Total M/F Employees by Pay Plan



As of August 1990

CHARTS 2 - 7

The following charts are presented in a series to illustrate the breakdown of male and female employees by employee group.

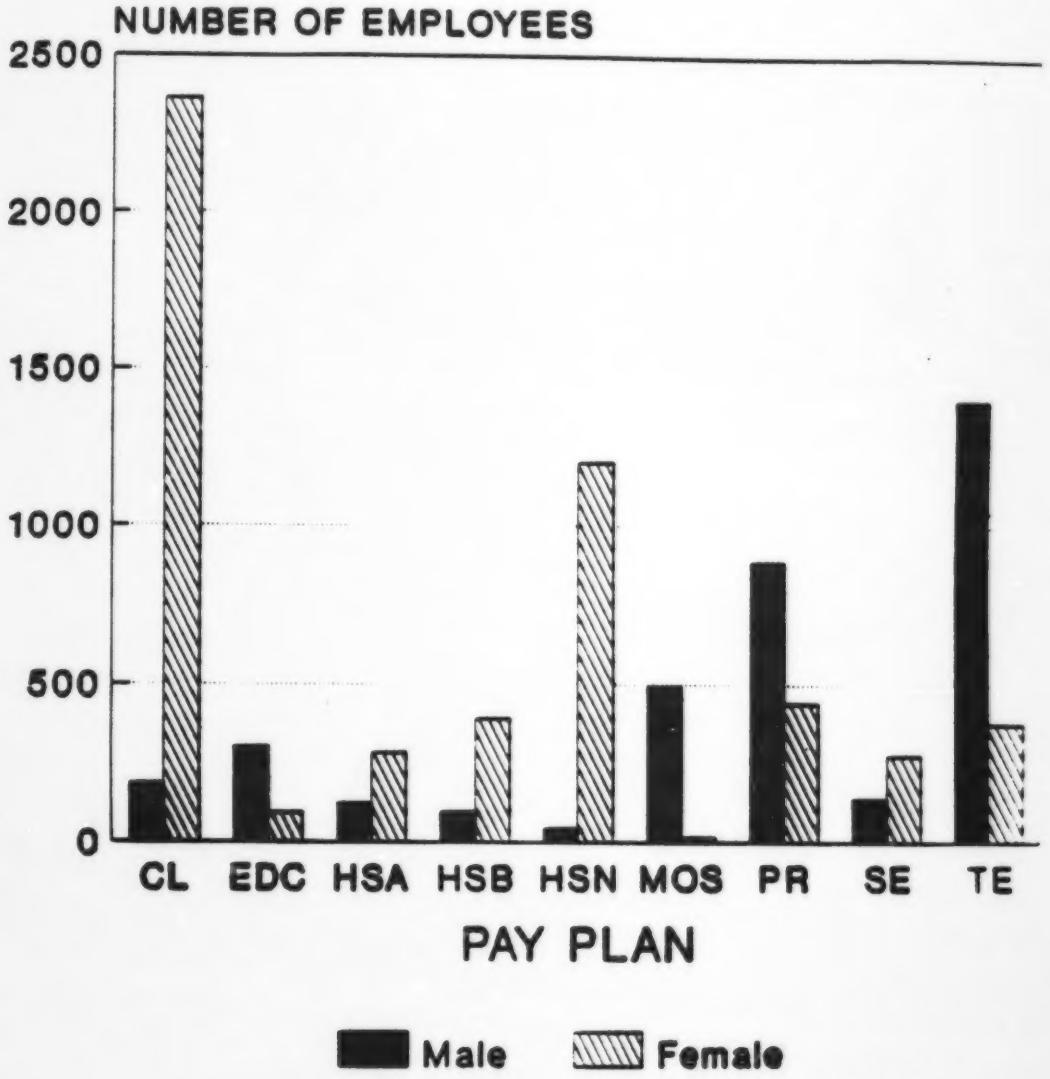
Each chart identifying the number of male and female employees by employee group is followed by a chart showing the percentage of male and female employees per group. e.g., Civil Service Employee Distribution By Pay Plan NSGEU:

Chart 2: Number of Employees;
Chart 3: Percentage of Employees.

Within the TE Pay Plan there are 1,403 male employees and 375 female employees (Chart 2); 79% of the employees in the TE Pay Plan are male and 21% are female (Chart 3).

CHART 2

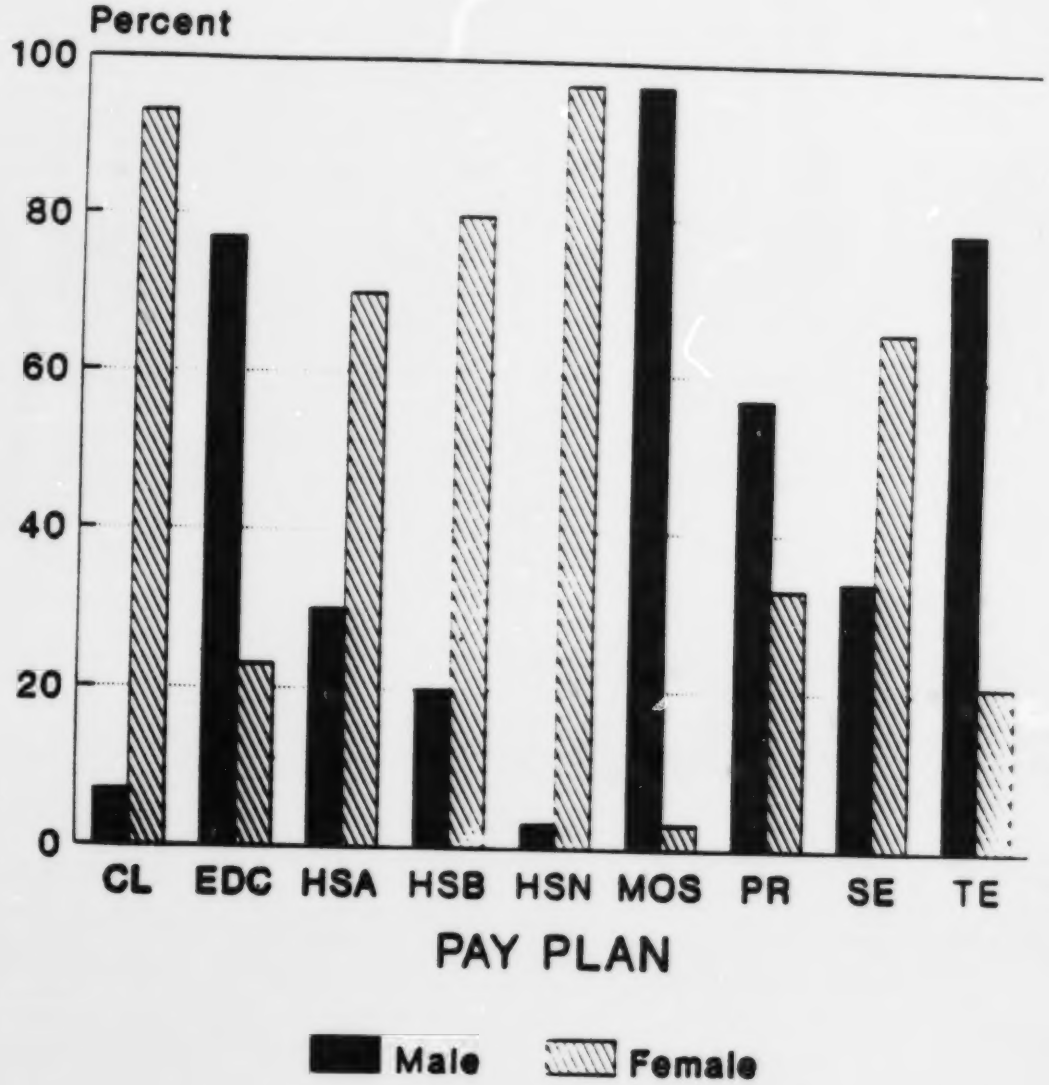
Civil Service Employee Distribution By Pay Plan NSGEU



As of August 1990

CHART 3

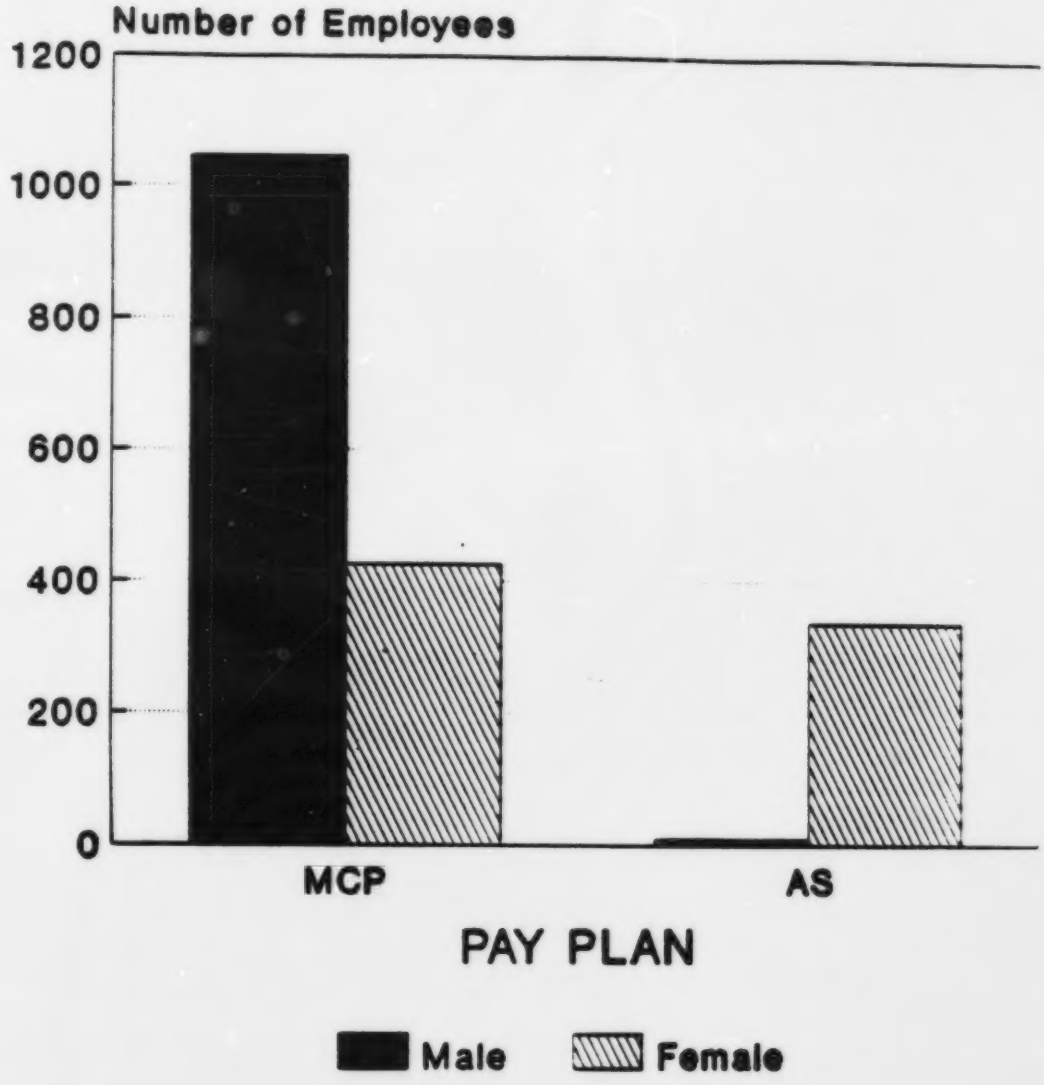
Civil Service Employee Distribution By Pay Plan NSGEU



As of August 1990

CHART 4

Civil Service Employee Distribution
Excluded Employees MCP and AS

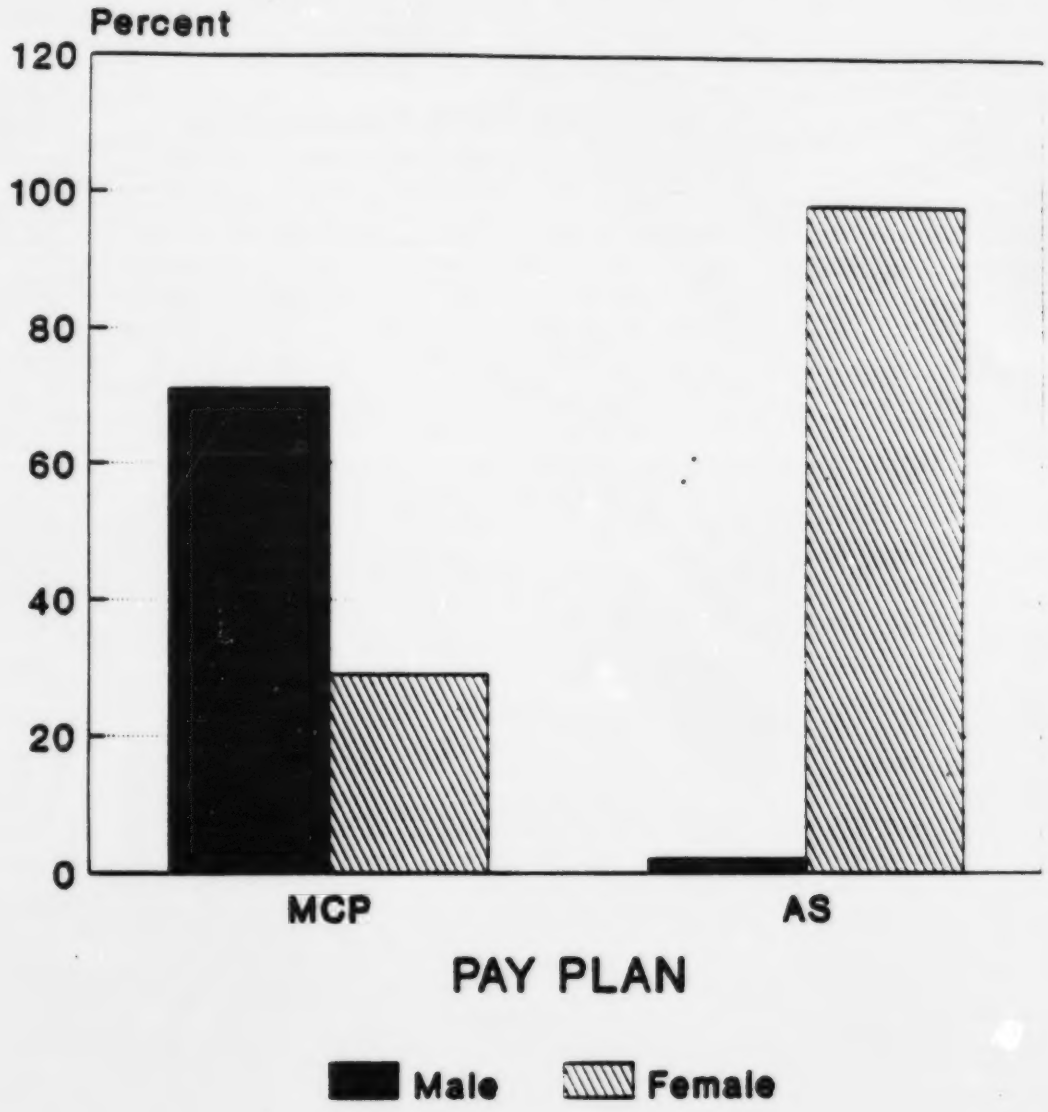


As of August 1990

CHART 5

CIVIL SERVICE EMPLOYEE DISTRIBUTION

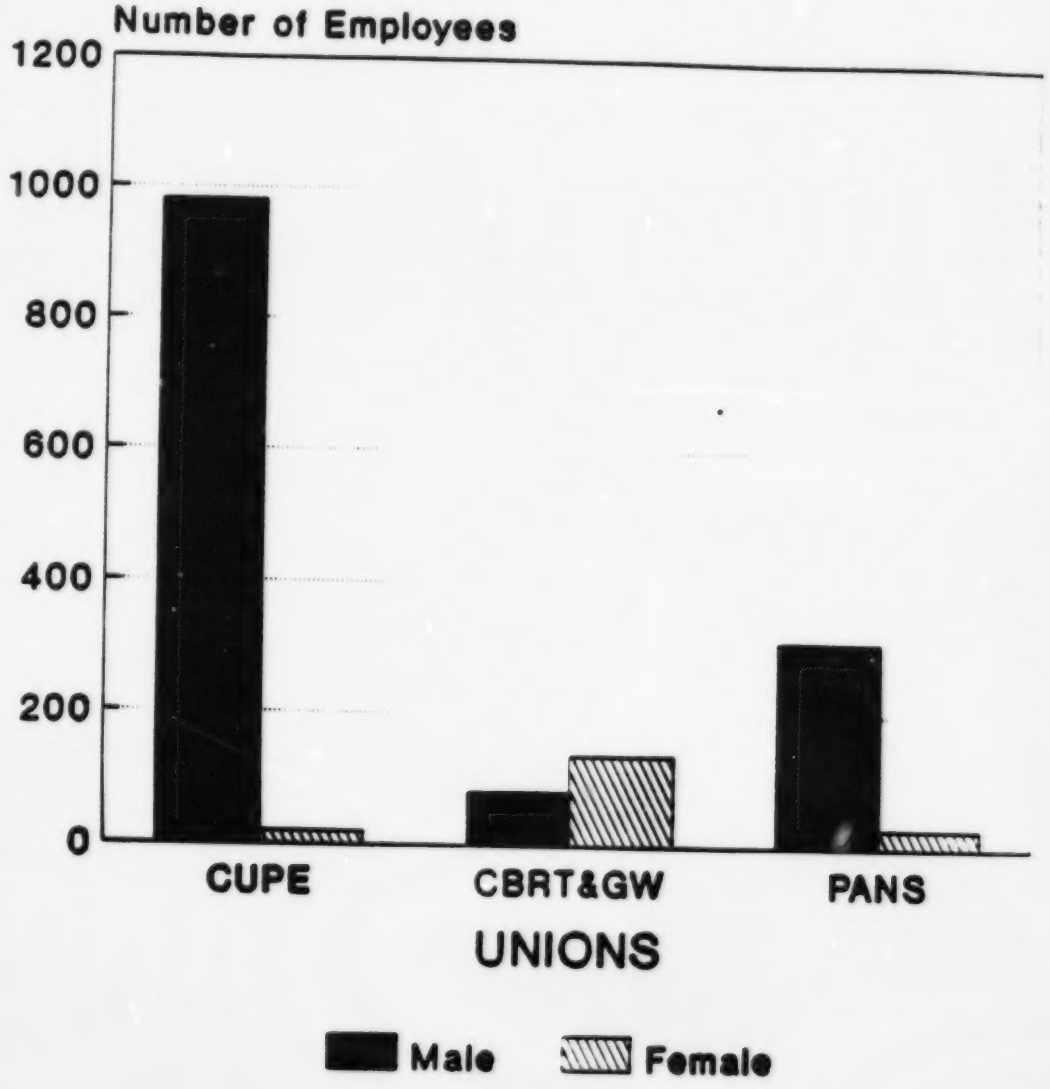
Excluded Employees MCP and AS



As of August 1990

CHART 6

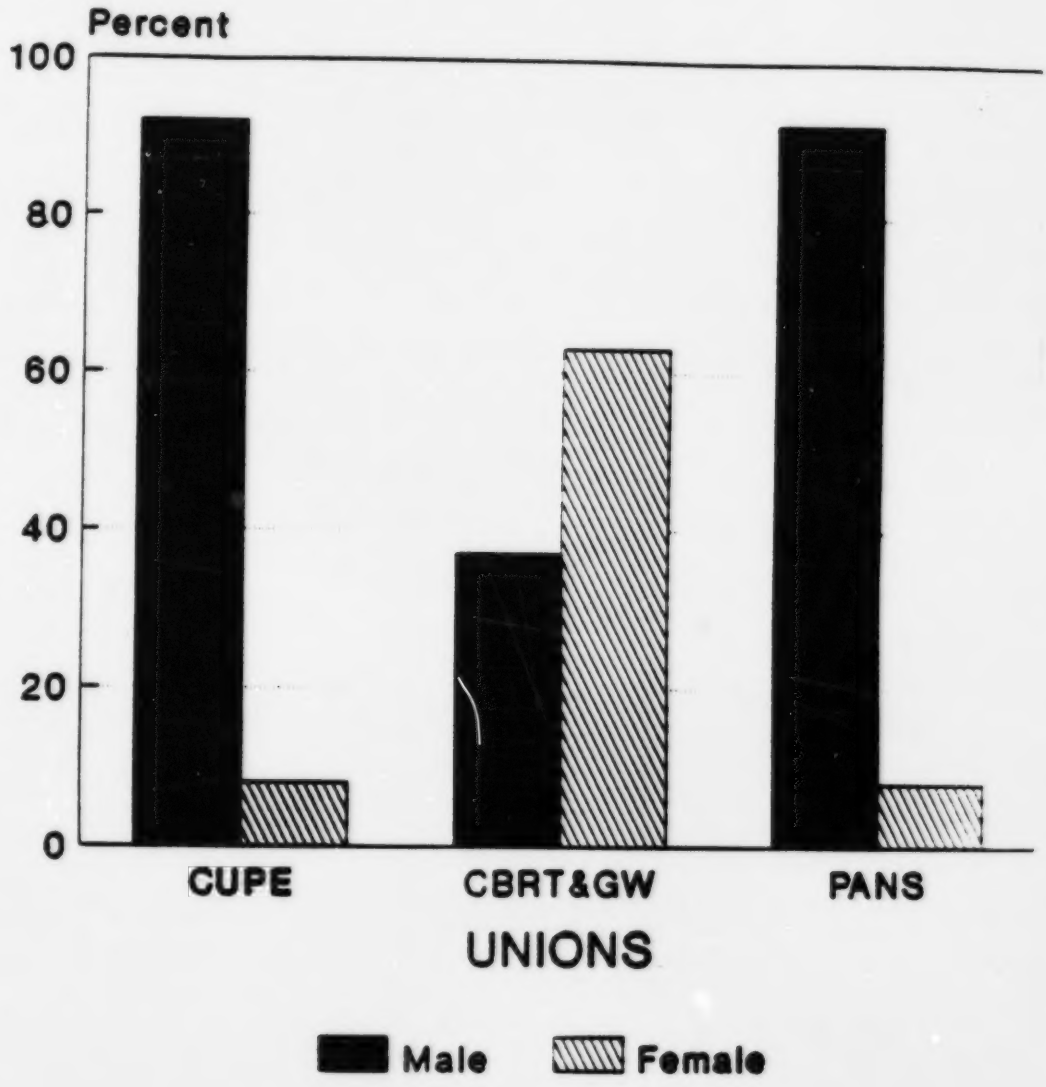
Non CS Employee Distribution
CUPE/CBRT&GW/PANS



As of August 1990

CHART 7

Non CS Employee Distribution
CUPE/CBRT&GW/PANS



As of August 1990

TABLE 2

Represents the pre-pay equity pay relationships between female and male employees across the various groups covered by Phase I.

For example, the average salary for female employees in the civil service bargaining units is 83% of the average male salary within the civil service bargaining units.

TABLE 2

PRE PAY EQUITY
COMPARISON OF SALARIES
MALES AND FEMALES

Group	Average Male Salary	Average Female Salary	% Relationship Female/Male
Civil Service Bargaining Units	$33,645	$27,851	83%
Total Civil Service	37,945	28,969	76%
Non-Civil Service	28,081	20,770	74%
Total Groups	35,723	28,732	80%

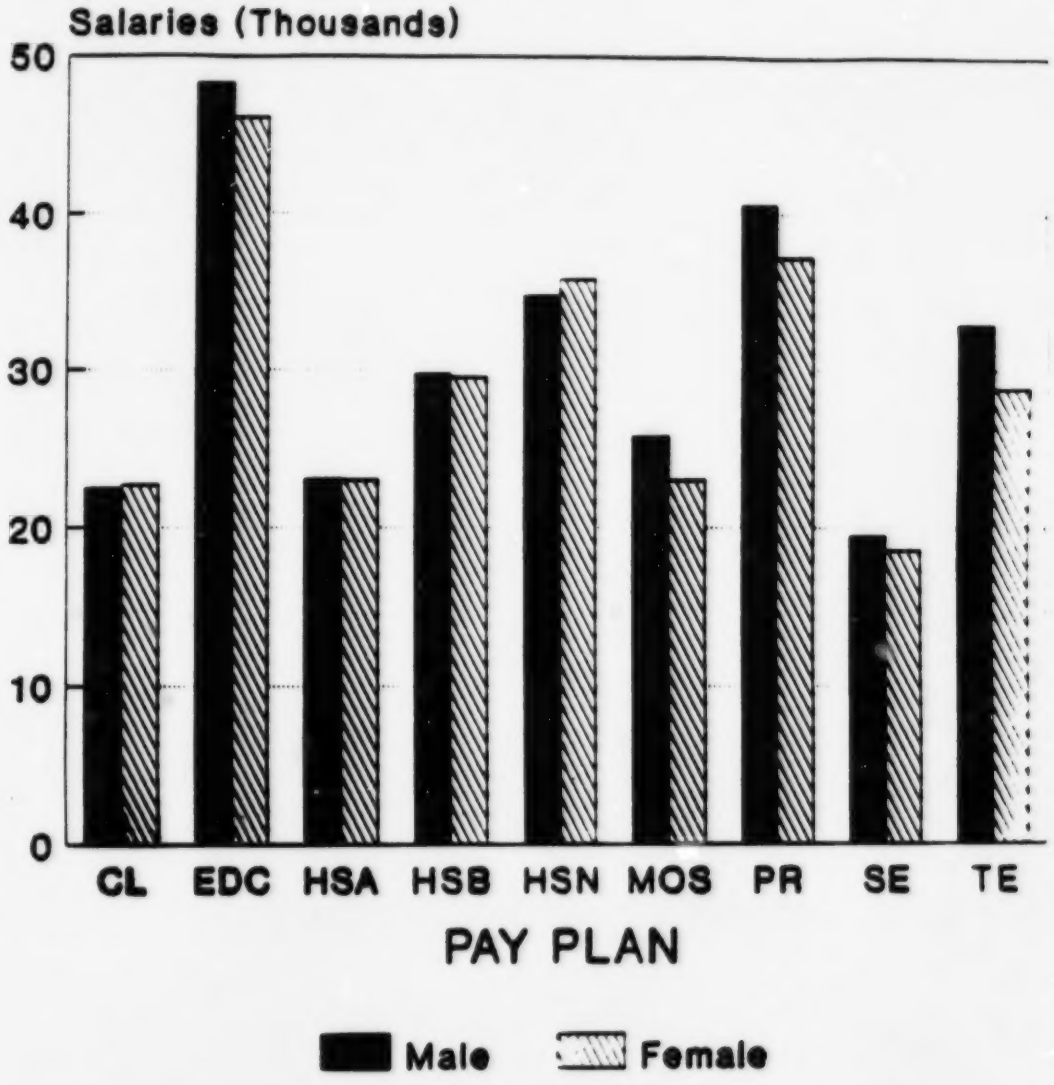
CHARTS 8, 9 & 10

Graphically depicts the relationship of the average salaries for male and female employees within each employee group.

For example, the average salary for male employees in the PR Pay Plan is $40,583 and the average salary for female employees in the PR Pay Plan is $37,164.

CHART 8

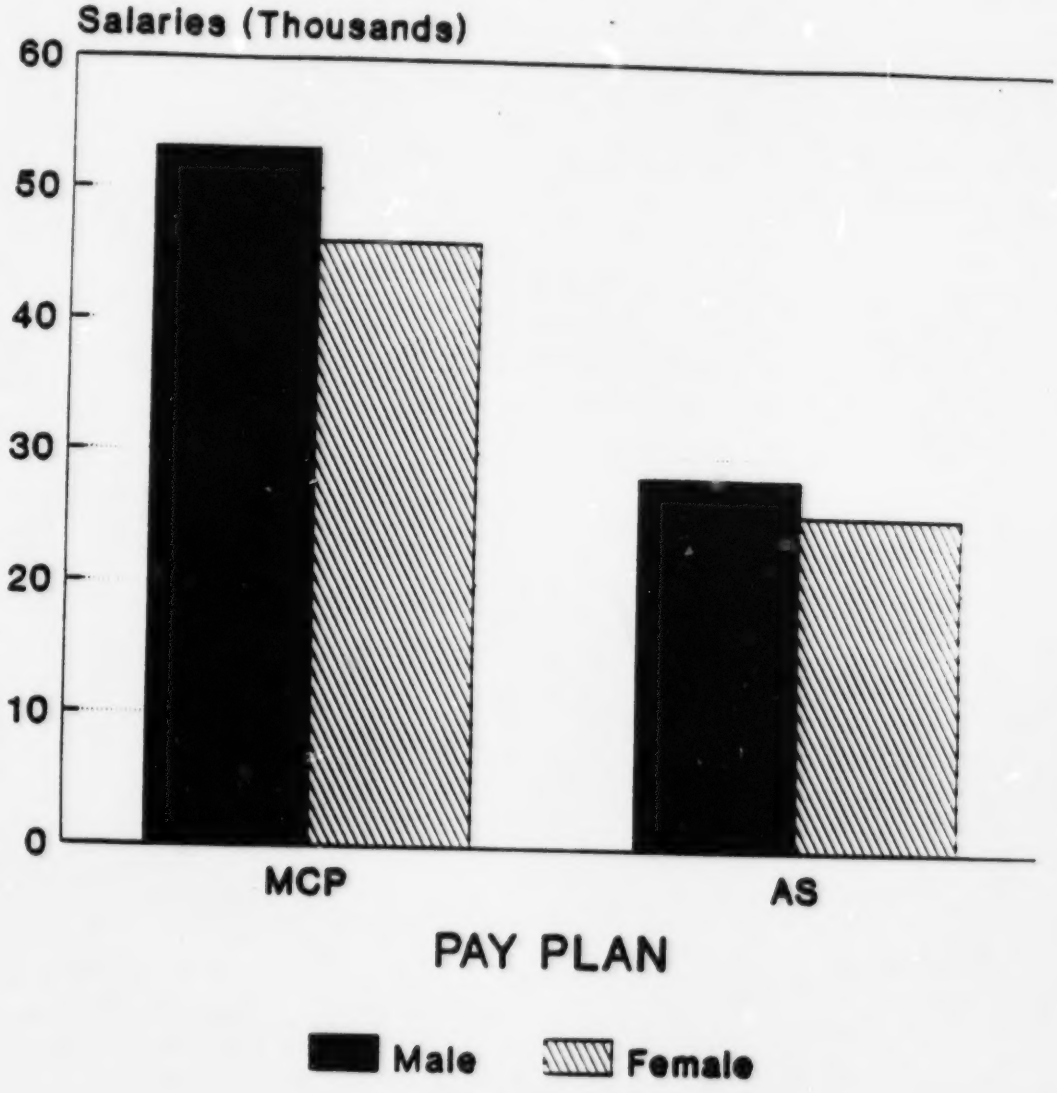
Average Salaries
Bargaining Unit Employees - NSGEU



As of August 1990

CHART 9

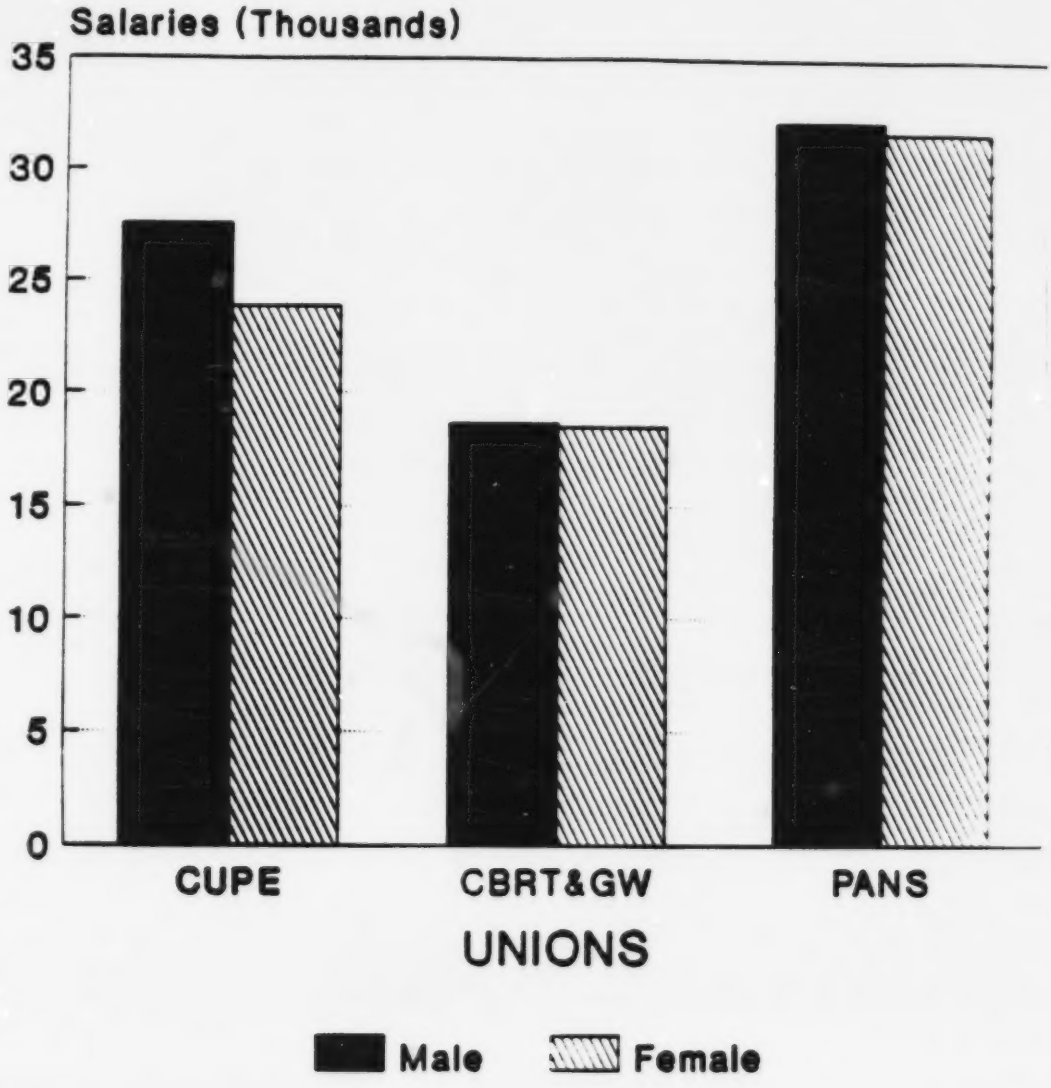
Average Salaries
Excluded Employees - MCP and AS



As of August 1990

CHART 10

Average Salaries
Non Civil Service Employees



As of August 1990

CHART 11

Graphically depicts the salary relationship between female and male employees pre and post pay equity.

For example, within the civil service bargaining units (CSBU) the average female salary pre pay equity is 83% of the average male salary and the average female salary post pay equity will be 91% of the average male salary.

CHART 11

Average Female to Male Salaries
Pre and Post Pay Equity

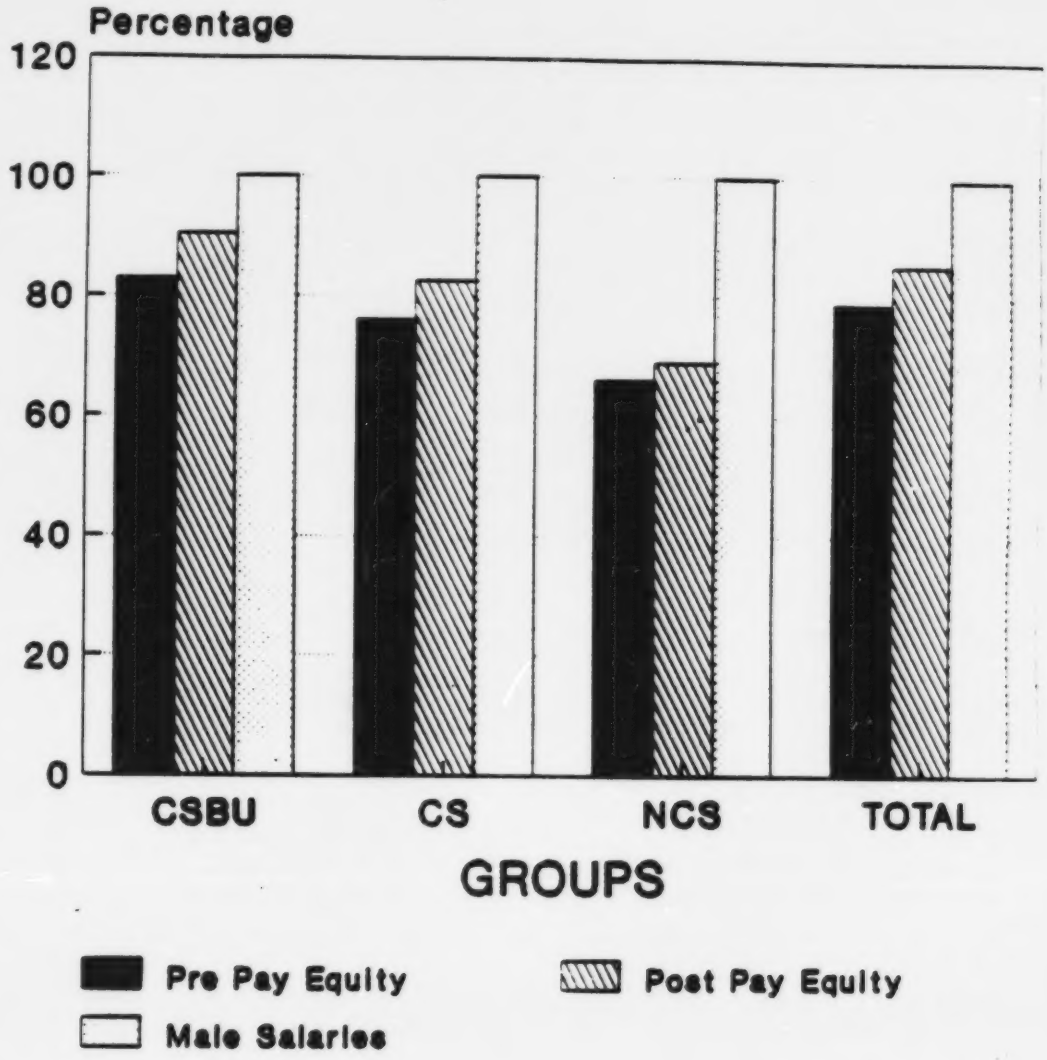


TABLE 3

Represents the post pay equity pay relationship between female and male salaries across the various groups covered by Phase I.

For example, the average salary for females within the civil service bargaining units following application of the pay equity adjustments will be 91% of the average salary for males within the civil service bargaining units.

TABLE 3

POST PAY EQUITY
COMPARISON OF SALARIES
MALES AND FEMALES

Group	Average Male Salary	Average Female Salary	% Relationship Female/Male
Civil Service Bargaining Units	$33,645	$30,459	91%
Total Civil Service	37,945	31,359	83%
Non-Civil Service	28,081	21,448	77%
Total Groups	35,723	31,073	87%